



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: Finance Committee
DATE: January 16, 2013
SUBJECT: Finance Committee Report and Recommendations

The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Wednesday, January 16, 2013 at 8:00 a.m. Member Stephen Swiger was absent.

1. The Sheriff requests a General Fund supplemental appropriation in the amount of \$300,000 for overtime costs. Local funds are required. See attached memo, p. 4. The committee recommends approval of \$100,000.
2. The IT Director requests a General Fund supplemental appropriation in the amount of \$25,000. This amount represents a Virginia Department of Housing and Community Development grant to complete a Community Telecommunications Plan. No local funds required. See attached information, p. 5 – 10. The committee recommends approval.
3. The IT Director requests approval of a new phone system for the NRADC, Public Safety Building and County Administration Building. Total cost of the project is \$650,000. Approval of the project will require a General Fund supplemental appropriation in the amount of \$517,400 (includes General Fund portion of NRADC cost) and a NRADC Fund supplemental appropriation in the amount of \$221,000. The IT Committee has approved this request. Local funds are required. See attached information, p. 11 – 15. The committee recommends

approval. Additional information requested by the committee is included, p. 16 – 24.

4. The Public Works Director requests a General Fund supplemental appropriation in the amount of \$452,347 for the design of the new Round Hill Fire and Rescue Station and Social Hall. The Public Works Committee has approved this request. Local funds are required. See attached information, p. 25 – 53. The committee postpones the item awaiting further information.
5. The Fire & Rescue Chief provides additional information, as requested, on the Revenue Recovery Program. See attached information, p. 54 – 66. The committee recommends approval.
6. The Finance Committee Chairman presents a memo concerning the FY 2014 budget and the Finance Director provides a draft budget calendar. See attached information, p. 67 – 70. No action required.

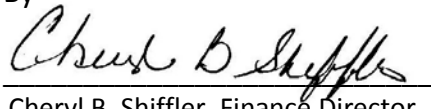
INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer report for December 2012. See attached, p. 71.
2. The Finance Director provides 12/31/12 financial statements. See attached, p 72– 82.
3. The Finance Director provides 1/11/13 General Fund fund balance report. See attached, p. 83.

FINANCE COMMITTEE

Bill Ewing
Charles DeHaven
Richard Shickle
Richie Wilkins
Ron Hottle
Gary Lofton

By

A handwritten signature in cursive script, reading "Cheryl B. Shiffler", is written over a horizontal line.

Cheryl B. Shiffler, Finance Director

Frederick County Sheriff's Office



ROBERT T. WILLIAMSON
Sheriff

MAJOR R. C. ECKMAN
Chief Deputy

1080 Coverstone Drive
Winchester, Virginia 22602

(540) 662-6168
Fax (540) 504-6400

January 10, 2013

Cheryl Shiffler – Director of Finance
Finance Committee

Dear Ms. Shiffler and Committee Members:

It is with great reservation that I make this request. It is necessary that I request additional funding be appropriated into our overtime budget line in the amount of \$300,000.00

As you are aware, we are currently involved in court litigation involving the handling of overtime pursuant to the Federal Fair Labor and Standards Act as well as Virginia Code Sections 9.1-700, 9.1-701, 9.1-702 and 9.1-703. Prior to the litigation a great deal of our overtime was paid using comp time or adjusted work schedule. Since the filing of the court action, I have been advised by my attorneys that I should discontinue the use of comp time and adjusted work schedule since these are points of contention in the suit. In having discontinued these practices our overtime has soared. As of my December 28, 2012 overtime report from the Finance department we have paid out \$317,152.71 of our budgeted \$358,750.00. This does not include pay out for the New Year's holidays. There is currently a balance of \$41,597 in the overtime line item. Overtime will continue to be earned and despite the efforts of staff to reduce it, I see no alternative but to request a supplemental appropriation.

The majority of our overtime is consumed in court appearances, special assignments and investigations. Overtime is necessary for Deputies assigned to second and third shifts to appear in court as the court does not sit when these Deputies are scheduled to work.

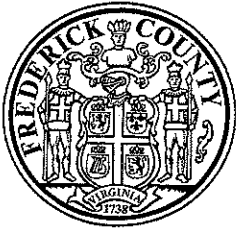
I have exhausted all means available, to my knowledge, to address this major concern. Having not reached a satisfactory solution I have no choice but to make this request.

Sincerely,

A handwritten signature in cursive script that reads 'Robert T. Williamson'.

Robert T. Williamson, Sheriff

RTW/asw



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

To: Finance Committee

From: Walter T. Banks, IT Director

Subject: Request from Supplemental Appropriation – Grant from Virginia Department of Housing and Community Development (VDHCD)

Date: January 8, 2013

The County has received a planning grant from the Virginia Department of Housing and Community Development (VDHCD) in the amount of \$25,000 to hire a broadband consultant to evaluate data, explore options, and produce an RFP to improve broadband internet service for the Frederick County area. This appropriation requires \$0 in local funding.

We are requesting the funds be placed in the Professional Services-Other Information Technology Line item 10 -012200-3002-000

Sincerely,

Walter T. Banks

Director of IT

**FREDERICK COUNTY
TELECOMMUNICATIONS PLANNING
PROJECT MANAGEMENT PLAN
November 29, 2012**

PROJECT DESCRIPTION: Frederick County has received a planning grant from the Virginia Department of Housing and Community Development (VDHCD). The purpose of the grant is to complete a Community Telecommunications Plan that will allow the locality to identify next projects and possible implementation. The Project Management Team and the consultant are to conduct a needs assessment of the neighborhood and its residents, create broadband education development strategies and end user application identification, propose last mile connectivity solutions, present preliminary design and costs estimates, develop options for organization and network operation, and present funding strategies for future implementation projects. A project management team has been formed. The County will complete all activities within 12 months of the date of the contract as indicated in the original proposal. The total project cost is \$34,000 of which \$25,000 is CDBG funding.

MANAGEMENT TEAM ROSTER:

Name	Affiliation	Role
John Riley	Frederick County	County Administrator
Kris Tierney	Frederick County	Assistant County Administrator
Walter Banks	Frederick County	Project Manager
Patrick Fly	Frederick County	Project Support
Alisa Scott	Frederick County	Project Support
Cheryl Shiffler	Frederick County	Director of Finance
Martha Shickle	NSVRC	Project Support, PDC
		Project Consultant
Kyle Meyer	DHCD	Community Development Specialist
K. Tierney	Frederick County	Management Team Member
Rob Yost	Frederick County Schools	Management Team Member
Quaiser Absar	SU	Management Team Member
Patrick Baker	EDC	Management Team Member

Lorin Sutton	Frederick County Resident	Management Team Member
R. Williams	Frederick County ATTY	Management Team Member
T. Lloyd(Secondary)	City of Winchester	Management Team Member
R. Miller	Frederick County Voter Registrar	Management Team Member

ACTIVITIES:

Task	Person Solely Responsible	Person(s) Providing Support	Scheduled Completion Date	Date Completed
A. Organize and Conduct Community Meetings #1 & 2	W. Banks	M. Shickle	06/30/2012	06/11/2012 06/27/2012
B. Release Project Consultant Solicitation (ads)	W. Banks	K. Tierney	Complete	Complete
C. Proposals Due	W. Banks	K. Tierney	11/15/2012	11/15/2012
D. Develop Contract Consultant	W. Banks	K. Tierney	12/31/2012	
E. Submit Contract(s) to DHCD for approval	W. Banks	K. Tierney	12/31/2012	
F. Hold Facilitated Planning Session with DHCD	K. Meyer	J. Peerman	11/29/2012	Complete
G. Coordinate Management Team Meetings, Placing Minutes in File & Forwarding Copy to DHCD	W. Banks	A. Scott	Ongoing	
H. Draft Management Plan & Distribute to Team for Comments	W. Banks	M. Shickle	12/10/2012	Complete
I. Submit Management Plan & Performance Budget to DHCD	W. Banks	M. Shickle	12/11/2012	Complete
J. Submit Draw Down Request #1	C. Shiffler	W. Banks	12/11/2012	12/14/2012
K. Milestone 1 - Needs Assessment - Review Current Communication Technology Conditions				
Develop Income/Interest Survey Instrument	W. Banks	P. Fly	07/31/2012	Complete
Submit Survey to DHCD for review	W. Banks	M. Shickle	07/31/2012	Complete
Conduct Residential Survey	W. Banks	P. Fly	07/31/2012	Complete
Conduct Business Survey/Interviews	W. Banks	P. Fly	07/31/2012	Complete
Compile Asset Inventory	W. Banks	P. Fly	07/31/2012	Complete
Complete Analysis of Survey Results	W. Banks	P. Fly	07/31/2012	Complete
L. Milestone 2 - Broadband Education Development Strategies				
2a. Investigate current programs available in the community and inventory current resources	W. Banks	M. Shickle	Ongoing	
2b. Denote training gaps	W. Banks	M. Shickle	Ongoing	
2c. Research and identify potential				

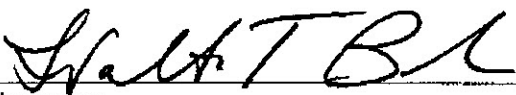
Task	Person Solely Responsible	Person(s) Providing Support	Scheduled Completion Date	Date Completed
training partners to provide additional broadband education programs	W. Banks	M. Shickle	Ongoing	
2d. Identify common and customer specific broadband uses and applications and assist the community in developing a strategy for expanding their availability	W. Banks	M. Shickle	Ongoing	
M. Milestone 3 – Last Mile Connectivity Solutions				
3a. Provide a variety of options for achieving last mile connectivity based on community needs and tie-in to the areas of economic development potential, education, and health care.	Consultant	W. Banks	03/31/2013	
3b. Provide recommendations to reach outlying areas of remote sites along with descriptions of capabilities of existing technologies.	Consultant	W. Banks	03/31/2013	
3c. Delineate coverage areas for fiber optic connection and the means to deliver service beyond fiber connections.	Consultant	W. Banks	03/31/2013	
N. Milestone 4 – Preliminary Design and Cost Estimates				
4a. Dev prelim design of a broadband telecomm network	Consultant	W. Banks	05/31/2013	
4b. Identify rights-of-way	Consultant	W. Banks	05/31/2013	
4c. Identify network electronics specs	Consultant	W. Banks	05/31/2013	
4d. Include prelim cost estimates for construction of proposed solutions	Consultant	W. Banks	05/31/2013	
4e. GIS mapping of a) existing telecomm infrastructure, b) areas of need, and c) proposed infrastructure routes of "Last Mile" solutions (base mapping provided)	Consultant	P. Fly	05/31/2013	
O. Milestone 5 – Organization and Network Operation Options				
5a. Provide presentation of possible organizational/ownership structures	W. Banks	K. Tierney	06/30/2013	
5b. Address potential staffing requirements, legal req., maintenance, and budget est.	W. Banks	K. Tierney	06/30/2013	

Task	Person Solely Responsible	Person(s) Providing Support	Scheduled Completion Date	Date Completed
5c. Identify ISPs in community & investigate their willingness to be a provider on future network projects	W. Banks		Ongoing	
5d. Research fed, state, and local regs and legal issues. Evaluate guidelines for standards and rules	W. Banks	M. Shickle	Ongoing	
5e. Develop a Business Plan	W. Banks	K. Tierney	06/30/2013	
P. Milestone 6 – Funding Strategies for Future Implementation Projects				
6a. Information on availability and relevance of potential funding sources	W. Banks	M. Shickle	Ongoing	
Q. Milestone 7 – Required Process Elements				
7a. <i>Public hearing</i>	W. Banks		06/30/2012	06/27/2012
7b. Monthly meetings with project mgmt team.	W. Banks	A. Scott	Ongoing	
7c. Regular updates against project milestones	W. Banks	A. Scott	Ongoing	
7d. Provide the end product to be the property of the locality.	W. Banks		06/30/2013	

PRODUCTS	CDBG FUNDS	NON-CDBG FUNDS
Grant Administration	\$0	\$2,500
Community Telecommunications Plan		
<i>Needs Assessment and Asset Inventory</i>	\$0	\$2,500
<i>Community Education and Training</i>	\$0	\$2,500
<i>Last Mile Connectivity Solutions</i>	\$10,000	\$0
<i>Preliminary Engineering Design and Cost Estimates</i>	\$15,000	\$0
<i>Network Organization and Operation</i>	\$0	\$1,000
<i>Funding Strategies for Future Implementation</i>	\$0	\$500
TOTAL	\$25,000	\$9,000

DRAFT BUDGET

**The final 10% of the up to \$25,000 that was awarded to Frederick County through the Virginia Department of Housing and Community Development cannot be drawn down until the plan is complete and closeouts submitted.*



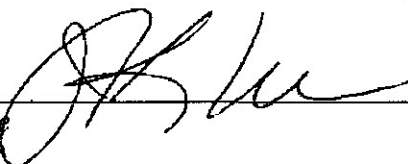
 Signature

12/10/12

 Date

Walter Banks, Director of Information Technology

 Printed Name and title (Frederick County)



 Signature

12/10/12

 Date

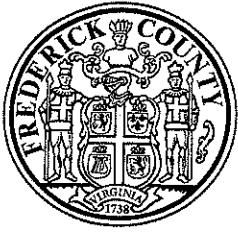
John R. Riley, Jr., County Administrator

 Printed Name and Title (Frederick County)

 Signature

 Date

 Printed Name and Title (VDHCD)



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

To: Finance Committee
From: Walter T. Banks, IT Director
Subject: Motion to Approve DISYS Solution VoIP
Date: January 2, 2013

Finance Committee:

At their meeting held on December 5th, 2012, the Board of Supervisor's IT Committee recommended acceptance of the Voice over IP proposal from DISYS Solutions, Inc. and directed staff to establish a final defined price not to exceed \$650,000. The IT staff, Board of Supervisors' IT Committee and the internal IT Working Group recommend this proposal be sent to the Finance Committee along with a request for a supplemental appropriation in the amount of \$650,000.00 to fund this project.

Sincerely,

Walter T. Banks

Director of IT



INFORMATION TECHNOLOGIES EXECUTIVE SUMMARY

Frederick County Replacement Phone System Request

At their meeting on December 5th, 2012, the Board of Supervisor's IT Committee recommended acceptance of the Voice over IP proposal from DISYS Solutions, Inc as a replacement phone system and directed staff to establish a final defined price not to exceed \$650,000. The Board of Supervisors IT Committee and the internal IT Working Group recommend this proposal be sent to the Finance Committee along with a request for a supplemental appropriation in the amount of \$650,000.00 to fund this project.

Business Case: Why Are We Doing This?

The overall condition of the Frederick County phone systems:

- All phone handsets are out of date, have service issues with warranty, maintenance, and limitations of expected performance.
- We have experienced several long-term outages at each location (4 days or longer). These events have been increasing because parts are no longer produced by the manufacturer which limits our ability to procure effective maintenance contracts. We currently have a temporary license for the NEC phone system at NRADC because of the end of life status.
- More than 85% of the handsets at PSB and NRADC have been replaced (some multiple times), due to a known defect. We have had to acquire third-party phones for the system at Kent.
- System administration issues - "adds, moves and changes" within both systems are limited, we have relied solely on contracted service providers, who charge by the visit. We are currently paying \$600 per month to maintain the phone system at Kent with no guarantees in our contract as to when replacement parts are available and a similar agreement for time and materials with at NRADC and PSB.



Where Are We Now?

Currently there are two phone systems for telephony communication between Kent (Nortel BCM400 analog) and the Public Safety – NRADC facilities (a NEC hybrid phone system). These phone systems were installed being 4 and 6 years old respectively. With the expectation of a phone system being 8-10 years, this means that we purchased and installed systems already more than halfway through their lifecycles and specifically the NEC system installed at PSB and NRADC was scheduled for "a cease in production" in 2010.



INFORMATION TECHNOLOGIES EXECUTIVE SUMMARY

What are the VoIP Project Expectations?

1. Upgrade the significant county-wide network infrastructure to support VoIP communication systems;
2. Replace the existing telephone switching, handset and call managing systems, which are currently aged beyond serviceable life; and
3. Capitalize on simplified management benefits and potential long range cost savings with the deployment of a converged voice and data (VoIP) system. Converged services means moving existing voice and data traffic to one core network rather than preserving two separate networks.

Phase I Design	April-May 2013	Phase II Configure Network	June 2013	Phase III Physical Installation	July 2013
<ul style="list-style-type: none"> Each department assigns management stakeholders Meetings with all management stakeholders to design call management Finalize deliverables and establish a protocol for sign-off 		<ul style="list-style-type: none"> Stage, test and confirm network design Handsets staged and delivered Final call manager decisions implemented Training for IT staff begins 		<ul style="list-style-type: none"> Core VoIP system installed, switch replaced Core network upgrade to include enhanced survivability New voicemail for county-wide implementation 630 VoIP handsets installed throughout 3 facilities and activation of system 	

What has been the Process?

Beginning in February, 2012, the Board of Supervisors created the Information Technology Committee tasked with promoting programs, policies, and practices as well as guidance for procuring relevant technology to provide services to the Frederick County community/staff.

One of the first agenda items for the committee was to review the equipment assessment and recommendations from the Information Technology Assessment Report dated July 2011 by Frederick County IT Director, Walter Banks. The assessment noted that the phone systems at Kent, NRADC, and the Public Safety building were outdated and riddled with costly support issues; a recommendation was made to investigate possible upgrade or replacement of current system.



INFORMATION TECHNOLOGIES EXECUTIVE SUMMARY

For the past year, the Information Technology committee along with the IT Working Group, a committee with representatives from all County agencies, worked to develop a County wide plan to replace the phone system with VoIP (Voice over Internet Protocol).

Through the hard work of the IT Committee and IT Working Group, an RFP was issued to design a VoIP solution that would not only be a phone system but also a major communication resource to connect Frederick County citizens with their local government.

At the December BOS IT committee a recommendation was made to select the DISYS group's solution with a not to exceed cost of \$650,000 to provide a VoIP system at our Kent, PSB and NRADC facilities. Other options were separated to allow for possible additions including 9-1-1 and Division of Social Services.

Commonly Asked Questions

What is the cost breakout?

Allocation	Handset Counts	Percentage & Cost
Kent (General)	184	
PSB (General)	218	
General Fund Subtotal	402	443(phones +spares) 66% \$429,000.00
NRADC	227	227 34% \$221,000.00
Subtotal	629	
Spares	41	
Total (with spares) = 670		\$650,000

*estimate done by phone count

Was a phased approach considered?

Yes. We studied phasing in this project, however determined that this could be done but not without incurring additional cost to marry legacy systems (most 10 years old) to new technology.

The first phase would be the majority of the cost for the project. After the network has been implemented and call managers established the last phase would be handsets.

107 North Kent Street, Winchester, Virginia 22601



INFORMATION TECHNOLOGIES EXECUTIVE SUMMARY

Why do we need the system at all locations?

- Past incidents of equipment related failures confirm that we are at RISK of losing simple dial tone at our facilities.
- Parts support is now limited to 3rd parties and maintenance cost are rising.
- The Kent system – a Nortel BCM400 is ten years old and also discontinued with replacement parts extremely difficult to find, limiting the auto-attendant to only 4 departments. The Verizon service contractor explained that the system was obsolete before it was installed.

State Contracted Solution - Recommend DISYS/CISCO VoIP

After researching and qualifying a potential vendor (DISYS Solutions) were given a price of 674K as part of the original quote

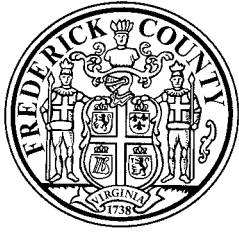
- By eliminating some scalable switching functionality
- And **eliminating paging at the Kent facility**
- The combination of these revisions assured the ability to not exceed the 650K as recommended from input of the IT Staff and BOS IT committee.

This information has been widely shared and given a higher priority because of the inconsistencies, limitations and the growing cost to support.

Respectfully,

Walter T. Banks
Director of Information Technology

107 North Kent Street, Winchester, Virginia 22601



Current Annual Recurring Costs Summary

Black Box Service Maintenance Agreement	\$15,800
Continuant Maintenance Agreement	\$7,200

Black Box Service Maintenance Agreement

We have time and material contracts with Black Box Network Services at a cost of \$15,800 for annual service agreements at the Public Safety and NRADC facilities. These are best effort agreements based on the limited availability of parts.

The last outage downed the NRADC phone service for 5 days during this past summer. The service provider's resolution was to install a "test service-board" because no parts were available for replacement. We learned during the after action review:

- Ø The NEC phone system had been end-of-life in 2010.
- Ø The replacement parts were no longer being manufactured.
- Ø Outages during the summers of 2011-12 resulted in two separate 5 day plus downtimes.
- Ø The cost to damaged equipment and site visits to return service is estimated at \$15,000 per.
- Ø Additionally the handsets are no longer under warranty. The county has replaced 80-85% of the 402 existing NEC handsets under a defect clause. These handsets were an issue immediately following installation and still remain an ongoing problem. Cost to replace per handset is \$150. NEC will not commit to future exchanges under the defect clause.

Continuant Service Maintenance Agreement

The Central Administration phone system costs \$7,200 annually for its maintenance contract through Continuant. Because of the age of the system, "best effort" is what we are guaranteed. System condition is stable but unpredictable. Currently we are unable to replace two hard drives due to limited supplies and an expressed long-term outage would be the result should the retrofit not be successful.

Future Annual Recurring Cost Summary

- DISYS Annual Maintenance Agreement \$25,000
- PRI Reduction \$12,000

Potential Savings of VoIP System

- Ø The maintenance cost in the second year will reduce from \$49,000 to an estimated \$25,000 after completion of internal staff training.
- Ø We will also convert from PRI to SIP (telephone connection through bandwidth) that will net huge savings when we reduce our PRIs from 5 to 3 at a cost savings of \$1,000 per month.

107 North Kent Street, Winchester, Virginia 22601

Please find the details of the equipment purchases below. We are working with Option 1 which is listed at \$654,618.01. By redesigning the paging system which is required at PSB and NRADC, but not Kent, we are able to reduce materials, cost, licensing, and installation. We feel extremely confident that we will be able to stay within the limit approved by the BOSIT Committee of \$650,000. We know this is a lot of information provided in the part-by-part detail, so feel free to contact Walter Banks if you have any questions.

DISYS Cost Breakout

1.1 Summary of Costs

Description	Price
Cisco Hardware, Software, and Services (1Gig uplink Closet Switch Option)	\$578,618.01
Design, Configure, Install, Training, and Documentation	\$ 75,000.00
GRAND TOTAL (1Gig uplink Closet Switch Option)	\$654,618.01
Cisco Hardware, Software, and Services (10 Gig uplink Closet Switch Option)	\$611,808.01
Design, Configure, Install, Training, and Documentation	\$ 75,000.00
GRAND TOTAL (10Gig uplink Closet Switch Option)	\$686,808.01
Optional Items	
Annual Maintenance Renewal	\$ 49,638.09
Recommended Spares (1 Gig Option)	\$ 20,822.85
Recommended Spares (10 Gig Option)	\$ 23,062.85
Remote Monitoring and Repair Services	\$ 62,500.00
SingleWire Informacast Paging	\$ 19,935.00
5-yr Maintenance for Informacast Paging	\$ 20,250.00
Intrado VIPER 911 Solution	\$262,916.01

Please Note: DSI has not included the price of the Performance/Payment Bond as the total cost will be dependent on the options chosen by the County. The Performance Payment Bond will be 1% of the total contract cost.

1.2 Detailed Bill-of-Materials

Product	Description	Qty	List Price	Extd. Price
UCS240 Servers				
UCSC-C240-M3S	UCS C240 M3 SFF w/o CPU, mem, HD, PCIe, w/ rail kit, expdr	2	\$3,600.00	
CON-UCSD7-C240M3SF	UC SUPP DR 24X7X4OS UCS C240 M3 SFF w/o	2	\$541.00	
UCS-CPU-E5-2670	2.60 GHz E5-2670 115W 8C/20MB Cache/DDR3 1600MHz	4	\$4,275.00	
UCS-MR-1X082RX-A	8GB DDR3-1333-MHz RDIMM/PC3-10600/2R/1.35v	8	\$354.00	
A03-D300GA2	300GB 6Gb SAS 10K RPM SFF HDD/hot plug/drive sled mounted	18	\$589.00	
UCSC-RAIL-2U	2U Rail Kit for UCS C-Series servers	2	\$0.00	
N20-BBLKD	UCS 2.5 inch HDD blanking panel	30	\$0.00	
UCSC-HS-C240M3	Heat Sink for UCS C240 M3 Rack Server	4	\$0.00	
UCSC-PCIF-01F	Full height PCIe filler for C-Series	6	\$0.00	
UCS-RAID-9266	MegaRAID 9266-8i + battery backup for C240 and C220	2	\$2,061.00	
R2XX-RAID6	Enable RAID 6 Setting	2	\$1.00	
UCSC-PCIE-IRJ45	Intel i350 Quad Port 1Gb Adapter	2	\$999.00	
CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15 Plug, North America	4	\$0.00	
UCSC-PSU-650W	650W power supply for C-series rack servers	4	\$630.00	
VMW-VS5-ENT-1A	VMware vSphere 5 Enterprise (1 CPU), 1yr Support Required	4	\$5,391.00	
CON-ISV1-VS5ENT1A	ISV 24X7 VMware vSphere Enterprise, List Price is ANNUAL	4	\$935.00	
IP Phones				
CP-7945G=	Cisco UC Phone 7945, Gig Ethernet, Color, spare	610	\$490.00	
CON-SNT-CP7945	SMARTNET 8X5XNBD Cisco Unified IP Phone 7945	610	\$8.00	
CP-7965G=	Cisco UC Phone 7965, Gig Ethernet, Color, spare	11	\$620.00	
CON-SNT-CP7965	SMARTNET 8X5XNBD Cisco Unified IP Phone 7965	11	\$8.00	
CP-8945-K9=	Cisco Unified Phone 8945, Phantom Grey, Standard Handset	54	\$525.00	
CP-7937G=	Cisco UC Conference Station 7937 Global	8	\$1,395.00	
CON-SNT-CP7937	SMARTNET 8X5XNBD Cisco IP Conference Station 7937 Global	8	\$48.00	
ATA187-II-A=	Cisco ATA 187 with configurable impedance	30	\$300.00	
CON-SNT-ATA187II	ONSITE 8X5XNBD Cisco ATA 187 with 600 ohm impedance	30	\$30.00	
ATA187PWRCORD-NA	ATA187 power supply cable for North America	30	\$0.00	
Video EndPoints				
CTS-EX60-K9**	EX60 - NPP, Touch UI (Qty.2) **Special Offer	2	\$8,970.00	
CON-EC4N-CTS-EX60	ESS 24X7X4 EX60 - Encrypted Version Spare	2	\$1,292.00	
SW-S52000-TC5.XK9	Software 5.x Encryption	2	\$0.00	
PWR-CORD-US-A	Pwr Cord US 1.8m Black YP-12 To YC-12	2	\$0.00	
LIC-EX60-PR	EX60 PR option	2	\$3,300.00	
CTS-CTRL-DV8	Touch Control for EX Series with cradle and handset	2	\$0.00	
LIC-ECXX-NPP	EX NPP option	2	\$0.00	
LIC-EX60	EX60 Product License Key	2	\$0.00	
LIC-S52000-TCX.XK9	License Key Software Encrypted	2	\$0.00	
CTS-QSC20-K9	QuickSet C20 with NPP, 1 mic, remote control	1	\$3,770.00	
CON-EC4N-CTSQSC20	ESS 24X7X4 QS C20w/NPP, PerfMic20, remote control	1	\$543.00	
CTS-QSC20-WMK	QuickSet C20 - Wall Mount Kit	1	\$750.00	

107 North Kent Street, Winchester, Virginia 22601

Product	Description	Qty	List Price	Extd. Price
SW-S52000-TC5.XK9	Software 5.x Encryption	1	\$0.00	
PWR-CORD-US-A	Pwr Cord US 1.8m Black YP-12 To YC-12	1	\$0.00	
LIC-QSC20-PR	C20 Premium Resolution Option	1	\$3,300.00	
LIC-QSC20-HD	Quick Set License Key for HD	1	\$2,600.00	
CON-EC4N-LISC20HD	ESS 24X7X4 L-QS-PAK E-Dlvry of QS C20 High Def Option	1	\$375.00	
CTS-PHD-1080P12XS	PrecisionHD 1080p Camera w 12x zoom - not sold stand alone	1	\$6,500.00	
CON-EC4N-HD1P12XS	ESS 24X7X4 PrecisionHD 1080p 12X Unit - Silver	1	\$989.00	
CTS-QSC20-MIC	Performance Microphone 20	1	\$468.00	
CTS-C20CODEC-K9	C20 Codec	1	\$0.00	
CTS-QSC20-MIC	Performance Microphone 20	1	\$0.00	
CTS-RMT-TRC5	Remote Control TRC 5	1	\$0.00	
LIC-QCXX-NPP	Quick Set MXP Natural Presenter Package (NPP) Option	1	\$0.00	
LIC-QSC20	Quick Set License Key	1	\$0.00	
LIC-S52000-TCX.XK9	License Key Software Encrypted	1	\$0.00	
CTS-PHD-USB	PrecisionHD USB - 10 unit Pack	1	\$4,990.00	
CON-ECDN-CPHD-USB	ESS WITH 8X5XNBD PrecisionHD USB Min order 10 units	1	\$749.00	
CTS-PHD-CAM-USB	PrecisionHD USB	10	\$0.00	
Emergency Responder Licensing				
R-EMRGNCY-RSPNDR	EMRGNCY RSPNDR ESD	1	\$0.00	
CON-ESW-EMRGNCY	ESSENTIAL SW EMRGNCY RSPNDR	1	\$0.00	
ER90-SW-NEW-K9	EMRGNCY RSPNDR 90 SW NEW	1	\$0.00	
ER90-USR-10-NEW	EMRGNCY RSPNDR 90 USR LIC 10 PHNS NEW	67	\$200.00	
CON-ESW-ER90USR0	ESSENTIAL SW EMRGNCY RSPNDR 90 US	67	\$30.00	
UCSS-U-ER-1-10	UCSS Emergency Responder - 10 Users One Year Sub	67	\$20.00	
ER90-USR-10	EMRGNCY RSPNDR 90 USR LIC 10 PHNS	67	\$0.00	
Attendant Console				
CUB-ATT-CON=	Cisco Unified Business Attendant Console	1	\$0.00	
CON-ESW-CUBATC	ESSENTIAL SW Cisco Unified Busine	1	\$0.00	
CUB-ATT-CON	Cisco Unified Business Attendant Console	1	\$2,195.00	
CON-ESW-CUBATT	ESSENTIAL SW Cisco Unified Bus Attendant Console	1	\$329.00	
UCSS-U-ATT-CUB-1-1	UCSS for Business Att Console - 1 Instance One Year Sub	1	\$219.00	
HQ Site Voice Gateway				
CISCO2921-V/K9	Cisco 2921 UC Bundle, PVDM3-32, UC License PAK	1	\$4,495.00	
CON-SNTP-2921V	SMARTNET 24X7X4 Cisco 2921 Voice Bundle	1	\$880.00	
S29NPEK9-15204M	Cisco 2901-2921 IOS UNIVERSAL - NO PAYLOAD ENCRYPTION	1	\$0.00	
VIC2-2FXO	Two-port Voice Interface Card - FXO (Universal)	1	\$440.00	
PVDM3-32U64	PVDM3 32-channel to 64-channel factory upgrade	1	\$1,500.00	
FL-CUBEE-100	Unified Border Element Enterprise License - 100 sessions	2	\$9,995.00	
PWR-2921-51-AC	Cisco 2921/2951 AC Power Supply	1	\$0.00	
CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	1	\$0.00	
RPS-ADPTR-2921-51	Cisco 2921/2951 RPS Adapter for use with External RPS	1	\$250.00	
HWIC-BLANK	Blank faceplate for HWIC slot on Cisco ISR	3	\$0.00	
SL-29-IPB-K9	IP Base License for Cisco 2901-2951	1	\$0.00	
SL-29-UC-K9	Unified Communication License for Cisco 2901-2951	1	\$0.00	

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Product	Description	Qty	List Price	Extd. Price
SM-S-BLANK	Removable faceplate for SM slot on Cisco 2900, 3900 ISR	1	\$0.00	
ISR-CCP-EXP	Cisco Config Pro Express on Router Flash	1	\$0.00	
MEM-2900-512MB-DEF	512MB DRAM for Cisco 2901-2921 ISR (Default)	1	\$0.00	
MEM-CF-256MB	256MB Compact Flash for Cisco 1900, 2900, 3900 ISR	1	\$0.00	
SM-D-BLANK	Blank faceplate for DW slot on Cisco 2951 and 3925	1	\$0.00	
Branch Router - Public Safety				
CISCO2901-V/K9	Cisco 2901 UC Bundle, PVD3-16, UC License PAK	1	\$2,695.00	
CON-SNTP-2901V	SMARTNET 24X7X4 Cisco 2901 Voice Bun	1	\$488.00	
S29NPEK9-15204M	Cisco 2901-2921 IOS UNIVERSAL - NO PAYLOAD ENCRYPTION	1	\$0.00	
VIC2-2FXO	Two-port Voice Interface Card - FXO (Universal)	1	\$440.00	
PWR-2901-AC	Cisco 2901 AC Power Supply	1	\$0.00	
CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	1	\$0.00	
HWIC-BLANK	Blank faceplate for HWIC slot on Cisco ISR	3	\$0.00	
SL-29-IPB-K9	IP Base License for Cisco 2901-2951	1	\$0.00	
SL-29-UC-K9	Unified Communication License for Cisco 2901- 2951	1	\$0.00	
ISR-CCP-EXP	Cisco Config Pro Express on Router Flash	1	\$0.00	
MEM-2900-512MB-DEF	512MB DRAM for Cisco 2901-2921 ISR (Default)	1	\$0.00	
MEM-CF-256MB	256MB Compact Flash for Cisco 1900, 2900, 3900 ISR	1	\$0.00	
PVD3-16	16-channel high-density voice and video DSP module	1	\$0.00	
Branch Router - Jail				
CISCO2951-V/K9	Cisco 2951 UC Bundle, PVD3-32, UC License PAK	1	\$8,395.00	
CON-SNTP-2951V	SMARTNET 24X7X4 Cisco 2951 Voice Bundle	1	\$1,536.00	
S2951NPEK9-15204M	Cisco 2951 IOS UNIVERSAL - NO PAYLOAD ENCRYPTION	1	\$0.00	
VIC2-2FXO	Two-port Voice Interface Card - FXO (Universal)	1	\$440.00	
FL-SRST	Cisco Survivable Remote Site Telephony License	1	\$0.00	
FL-CME-SRST-100	Cisco Communication Manager or SRST- 100 seat license	2	\$2,000.00	
FL-CME-SRST-25	Communication Manager Express or SRST - 25 seat license	2	\$550.00	
PWR-2921-51-AC	Cisco 2921/2951 AC Power Supply	1	\$0.00	
CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	1	\$0.00	
RPS-ADPTR-2921-51	Cisco 2921/2951 RPS Adapter for use with External RPS	1	\$250.00	
HWIC-BLANK	Blank faceplate for HWIC slot on Cisco ISR	3	\$0.00	
SL-29-IPB-K9	IP Base License for Cisco 2901-2951	1	\$0.00	
SL-29-UC-K9	Unified Communication License for Cisco 2901- 2951	1	\$0.00	
SM-S-BLANK	Removable faceplate for SM slot on Cisco 2900, 3900 ISR	2	\$0.00	
ISR-CCP-EXP	Cisco Config Pro Express on Router Flash	1	\$0.00	
MEM-2951-512MB-DEF	512MB DRAM (1 512MB DIMM) for Cisco 2951 ISR (Default)	1	\$0.00	
MEM-CF-256MB	256MB Compact Flash for Cisco 1900, 2900, 3900 ISR	1	\$0.00	
PVD3-32	32-channel high-density voice and video DSP module	1	\$0.00	
Cisco Unified Workspace Licensing				
CUWL-LIC-STD-K9	Unified Workspace Licensing - Top Level for STD	1	\$0.00	
CUP-ONPREM-OPT	Included Cisco Unified Presence On Premise	1	\$0.00	
JABBER-IM-ADDON	Jabber for Everyone Additional IM Users	1	\$0.00	

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Product	Description	Qty	List Price	Extd. Price
JAB9-DSK-UWL	Jabber for Desktop 9.x for CUWL Only	670	\$0.00	
CUP-86-UWL	Cisco Unified Presence 8.6 for CUWL only	1	\$0.00	
CUVA-CLIENT-UWL	Unified Video Advantage Client for CUWL only	670	\$0.00	
LIC-UWL-STD-SLED	Unified Workspace Licensing STD, 1 User Govt/Edu	670	\$325.00	
UCM-UCS1000-86-UWL	CUCM 8.6 UCS 1000	3	\$0.00	
IME-7845-86-UWL	IME 8.6 7845	1	\$0.00	
UNCN8-VMWARE-UWL	Unity Connection 8.x for VMWare	2	\$0.00	
CUCM-UWL-PAK	CUCM Claim Certificate for UWL	1	\$0.00	
CUVA-UWL-RTU	CUVA UWL Right to Use Certificate	1	\$0.00	
CUCM-UWL	Communications Manager UWL DLU Bundle	5360	\$0.00	
CCX-85-CMBUNDLE-K9	CCX 8.5 Promo Bundle available only with NEW CUCM or BE6000	1	\$0.00	
CM86-UCS-1000-KIT	CUCM Auto-Expansion Media Kit	1	\$0.00	
IME-7845-86-KIT	IME Auto-Expansion Media Kit	1	\$0.00	
IME-PAK	Include PAK Auto-expanding PAK for IME	1	\$0.00	
UCXN8-UWL-PAK	Unity Connection 8.x PAK	1	\$0.00	
UCXN8-UWL-USR	Unity Connection 8.x User	670	\$0.00	
UNITYCN8-HA-PAK	Unity Connection 8.x HA PAK	1	\$0.00	
UNITYCN8-HA-VMWARE	Unity Connection 8.x HA for VMWare	1	\$0.00	
JABBER-IM-RTU	Jabber for Everyone Right to Use	1	\$0.00	
JAB9-DSK-UWL-RTU	Jabber for Desktop Right to Use Certificate	1	\$0.00	
CUP-86-UWL-K9-PAK	Unified Presence 8.6 PAK	1	\$0.00	
CUP-86-UWL-USR	Unified Presence 8.6 Users	670	\$0.00	
LIC-UWL-STD-SLED-A	Services Mapping SKU, Under 1K UWL STD users	670	\$0.00	
CON-ESW-SSLEDA	ESSENTIAL SW Services Mapping SKU, Under 1K UWL STD	670	\$21.00	
UCSS-U-UWL-STD-1-1	Cisco UWL STD UCSS - 1 user One Year Sub	670	\$35.00	
Core Switch				
N5K-C5548UP-FA	Nexus 5548 UP Chassis, 32 10GbE Ports, 2 PS, 2 Fans	1	\$25,600.00	
CON-SNTP-C5548UP	SMARTNET 24X7X4 Nexus 5548 UP Chassis, 32 10GbE Ports	1	\$2,024.00	
N55-BAS1K9	Layer 3 Base License for Nexus 5500 Platform	1	\$0.00	
N5548-ACC-KIT	Nexus 5548 Chassis Accessory Kit	1	\$0.00	
N55-M-BLNK	Nexus 5500 Module Blank Cover	1	\$0.00	
N55-D160L3-V2	Nexus 5548 Layer 3 Daughter Card, Version 2	1	\$5,000.00	
GLC-SX-MM	GE SFP, LC connector SX transceiver	12	\$500.00	
GLC-T	1000BASE-T SFP	10	\$395.00	
SFP-10G-LR	10GBASE-LR SFP Module	1	\$3,995.00	
N5548P-FAN	Nexus 5548P and 5548UP Fan Module, Front to Back Airflow	2	\$0.00	
N55-PAC-750W	Nexus 5500 PS, 750W, Front to Back Airflow(Port-Side Outlet)	2	\$0.00	
N55-VMFEXK9	Nexus 5500 series VM-FEX license	1	\$0.00	
N55-LAN1K9	Layer 3 License for Nexus 5500 Platform	1	\$10,000.00	
N5KUK9-521N1.1	Nexus 5000 Base OS Software Rel 5.2(1)N1(1)	1	\$0.00	
CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15 Plug, North America	2	\$0.00	
N2K-C2232TF-10GE	Nexus 2232TM with 16 FET (2 AC PS, 1Fan (Std Airflow))	1	\$15,500.00	
CON-SNTP-2232TF	SMARTNET 24X7X4 Nexus 2232TP with 16 FET	1	\$461.00	
CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15 Plug, North America	2	\$0.00	
FET-10G	10G Line Extender for FEX	16	\$0.00	
GLC-LH-SM=	GE SFP,LC connector LX/LH transceiver	2	\$995.00	

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Product	Description	Qty	List Price	Extd. Price
N2K-C2224TF-1GE	Nexus 2224TP with 4 FET (2 AC PS, 1 Fan (Std Airflow))	1	\$8,000.00	
CON-SNTP-N2224F1G	SMARTNET 24X7X4 Nexus 2224TP with 4	1	\$280.00	
FET-10G	10G Line Extender for FEX	4	\$0.00	
CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15 Plug, North America	2	\$0.00	
GLC-SX-MM=	GE SFP, LC connector SX transceiver	5	\$500.00	
Closet Switches				
WS-C2960S-48FPS-L	Catalyst 2960S 48 GigE PoE 740W, 4 x SFP LAN Base	12	\$7,495.00	
CON-SNT-2960S4FS	SMARTNET 8X5XNBD Cat 2960S Stk48 GigE PoE 740W,4xSFP Base	12	\$325.00	
CAB-16AWG-AC	AC Power cord, 16AWG	12	\$0.00	
PWR-CLIP	Power retainer clip for compact switches	12	\$0.00	
WS-C2960S-48FPS-L	Catalyst 2960S 48 GigE PoE 740W, 4 x SFP LAN Base	3	\$7,495.00	
CON-SNT-2960S4FS	SMARTNET 8X5XNBD Cat 2960S Stk48 GigE PoE 740W,4xSFP Base	3	\$325.00	
C2960S-STACK	Catalyst 2960S FlexStack Stack Module optional for LAN Base	3	\$1,500.00	
CAB-STK-E-1M	Cisco FlexStack 1m stacking cable	3	\$100.00	
CAB-16AWG-AC	AC Power cord, 16AWG	3	\$0.00	
PWR-CLIP	Power retainer clip for compact switches	3	\$0.00	
WS-C2960S-48FPS-L	Catalyst 2960S 48 GigE PoE 740W, 4 x SFP LAN Base	3	\$7,495.00	
CON-SNT-2960S4FS	SMARTNET 8X5XNBD Cat 2960S Stk48 GigE PoE 740W,4xSFP Base	3	\$325.00	
CAB-STK-E-1M	Cisco FlexStack 1m stacking cable	3	\$100.00	
CAB-16AWG-AC	AC Power cord, 16AWG	3	\$0.00	
PWR-CLIP	Power retainer clip for compact switches	3	\$0.00	
C2960S-STACK	Catalyst 2960S FlexStack Stack Module optional for LAN Base	3	\$1,500.00	
WS-C2960S-48FPS-L	Catalyst 2960S 48 GigE PoE 740W, 4 x SFP LAN Base	11	\$7,495.00	
CON-SNT-2960S4FS	SMARTNET 8X5XNBD Cat 2960S Stk48 GigE PoE 740W,4xSFP Base	11	\$325.00	
CAB-16AWG-AC	AC Power cord, 16AWG	11	\$0.00	
PWR-CLIP	Power retainer clip for compact switches	11	\$0.00	
Remote Site Core Switches				
WS-C3750X-24S-S	Catalyst 3750X 24 Port GE SFP IP Base	2	\$20,000.00	
CON-SNTP-C375X24S	SMARTNET 24X7X4 Catalyst 3750X 24 Port GE SFP IP Base	2	\$3,040.00	
C3KX-PWR-350WAC	Catalyst 3K-X 350W AC Power Supply	2	\$0.00	
C3KX-NM-BLANK	Catalyst 3K-X Network Module Blank	2	\$0.00	
C3KX-PS-BLANK	Catalyst 3K-X Power Supply Blank	2	\$0.00	
CAB-SPWR-30CM	Catalyst 3750X Stack Power Cable 30 CM	2	\$0.00	
CAB-3KX-AC	AC Power Cord for Catalyst 3K-X (North America)	2	\$0.00	
CAB-STACK-50CM	Cisco StackWise 50CM Stacking Cable	2	\$0.00	
S375XVK9TN-15002SE	CAT 3750X IOS UNIVERSAL NO MACSEC WITH WEB BASED DEV MGR	2	\$0.00	
WS-C3750X-48P-S	Catalyst 3750X 48 Port PoE IP Base	2	\$13,000.00	
CON-SNTP-3750X4PS	SMARTNET 24X7X4 Catalyst 3750X 48 Port PoE IP Base	2	\$1,120.00	
CAB-3KX-AC	AC Power Cord for Catalyst 3K-X (North America)	2	\$0.00	
CAB-STACK-50CM	Cisco StackWise 50CM Stacking Cable	2	\$0.00	
S375XVK9TN-15002SE	CAT 3750X IOS UNIVERSAL NO MACSEC WITH WEB BASED DEV MGR	2	\$0.00	

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Product	Description	Qty	List Price	Extd. Price
C3KX-PWR-715WAC	Catalyst 3K-X 715W AC Power Supply	2		\$0.00
C3KX-NM-BLANK	Catalyst 3K-X Network Module Blank	2		\$0.00
C3KX-PS-BLANK	Catalyst 3K-X Power Supply Blank	2		\$0.00
CAB-SPWR-30CM	Catalyst 3750X Stack Power Cable 30 CM	2		\$0.00
GLC-SX-MM=	GE SFP, LC connector SX transceiver	38	\$500.00	
SFP-10G-LR=	10GBASE-LR SFP Module	1	\$3,995.00	
C3KX-NM-10G=	Catalyst 3K-X 10G Network Module	1	\$2,500.00	
NCS Prime Management Software				
R-PI-1.1-K9	Cisco Prime Infrastructure 1.1	1	\$0.00	
CON-SAU-PI11K9B	SW APP SUPP + UPGR NULL SKU-No line item services included	1	\$0.00	
L-PILMS42-100	Prime Infrastructure LMS 4.2 - 100 Device Base Lic	1	\$0.00	
L-PINCS11-100	Prime Infrastructure NCS 1.1 - 100 Device Base Lic	1	\$0.00	
L-PINCSW11-100	Prime Infrastructure NCS WAN 1.1 - 100 Device Base Lic	1	\$0.00	
R-PI-1.1-100-K9	Prime Infrastructure 1.1 Software - 100 Device Base Lic	1	\$8,995.00	
CON-SAU-PI11100	SW APP SUPP + UPGR PI 1.1 Software - 100 Device Base Lic	1	\$1,799.00	
Product	Description	Qty	List Price	Extd. Price
Learning Credits				
TRN-CLC-001	100 Prepaid training credits:Redeem w/Cisco Learning Partnrs	1	\$10,000.00	
TRN-CLC-000	10 Prepaid Training Credits:Redeem W/Cisco Learning Partners	1	\$1,000.00	
Product	Description	Qty	List Price	Extd. Price
Technical Services				
LAB-OS-ST	Design,Configure, Install, Training and Documentation	1		\$75,000.00
			Grand Total	\$654,618.01
			Annual Maintenance Renewal	\$49,638.09

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MEMORANDUM

TO: Cheryl B. Shiffler, Director of Finance

FROM: Harvey E. Strawsnyder, Jr., P.E. Director of Public Works *HES*
rls

SUBJECT: Supplemental Appropriation Request for the Design of the New Round Hill Fire and Rescue Station and Social Hall

DATE: December 20, 2012

In a meeting held on December 11, 2012, the public works committee unanimously endorsed proposals to design the new Round Hill Fire and Rescue Station and associated Social Hall. Consequently, we are requesting a supplemental appropriation in the amount of \$452,347 to proceed with the design of the subject project. The design firms with corresponding services and costs are summarized in the attached memorandum dated December 10, 2012. It should be noted that a small portion of these proposals include costs related to assisting Frederick County during the construction administration phase of the project.

HES/rls

Attachments: as stated

cc: file



MEMORANDUM

TO: Public Works Committee
FROM: Harvey E. Strawsnyder, Jr., P.E. Director of Public Works *HEA*
SUBJECT: Design Services for New Round Hill Fire and Rescue Station and Social Hall
DATE: December 10, 2012

I am requesting that the committee review proposals for professional services related to the design of a new fire and rescue station and social hall to replace the existing Route Hill Fire and Rescue facilities. The new facility will be constructed on a three (3) to four (4) acre parcel located on property proffered by Silver Lake Properties adjacent to the new Lutheran Home complex.

The following professional services proposals are offered for the committee's consideration:

<u>Company</u>	<u>Amount</u>
Moseley Architects	\$389,927
Greenway Engineering	\$ 28,420
Ruckman Engineering	\$ 34,000

Moseley Architects

The Moseley Architects proposal includes the services of Stewart-Cooper-Newell Architects who specialize in the design of fire and rescue stations. This design team was selected from a group of 21 submittals shortlisted to five (5) interviews. As a team, these firms have designed over 160 fire and rescue facilities over the last ten (10) years. This design team will be responsible for planning and the following design services: architectural, structural, electrical, plumbing and mechanical. They will also provide submittal review and some inspection during the construction phase of the project. A seven (7) month time frame has been negotiated for completing the design.

Greenway Engineering

This firm has been selected as a sole source entity because of their prior knowledge of the site conditions, available survey data and working relationship with the developer. Greenway Engineering has also been engaged by the developer to design the access road and utilities that will serve the new fire station. Greenway will provide the site plan design including, but not limited to, finished grades, parking and pavement design, on site utility design, exterior lighting, stormwater management and landscaping. They will also provide submittal review and approval during the construction phase of the project.

Ruckman Engineering

This firm will perform the geotechnical investigation and design and provide QA/QC during construction. Frederick County has an open end contract with Ruckman Engineering to provide these services for county related projects.

Authorization

Staff is requesting endorsement from the public works committee for a supplemental appropriation in the amount of \$452,347 to proceed with the design of the new Round Hill Fire and Rescue Station and related Social Hall. With the endorsement, the request will be forwarded to the finance committee for their review and action.

HES/rls

cc: file

MOSELEYARCHITECTS

CHARLOTTE
HARRISONBURG
RALEIGH-DURHAM
RICHMOND
VIRGINIA BEACH
WARRENTON

December 10 2012

RE. Revised Proposal for Architectural and Engineering Services
New Round Hill Fire and Rescue Station and Social Hall
Frederick County Virginia
Frederick County RFP #2013-04C

Mr Ed Strawsnyder Jr P.E
Department of Public Works
Frederick County
107 N. Kent St.
Winchester VA 22601

Dear Ed.

Moseley Architects is pleased to offer this **revised** proposal for architectural and engineering services to Frederick County for the above referenced Project.

Project Scope

Our proposal is based on the following Project scope

The proposed Project site is located on the proposed Trader Road, Frederick County Virginia. The Project consists of a new fire and rescue station building, a new social hall, and associated site construction to replace the existing Round Hill Fire and Rescue Station. The renovation or demolition of the existing station is not part of the Project. The new fire and rescue station shall be approximately 14,000 gross square feet in area and is anticipated to be a one-story building. The new social hall shall be approximately 9,600 gross square feet in area and is anticipated to be a one-story building and be connected to the fire and rescue station by a corridor or open air breezeway. Associated site improvements shall consist of staff and visitor surface parking, vehicular and pedestrian paving, site lighting, earthwork and grading, utilities, storm drainage, storm water management, and landscape planting. The county will arrange for design services for these associated site improvements through a separate agreement with Greenway Engineering

The Project shall be constructed under a single stipulated sum construction contract pursuant to public bidding, utilizing AIA Document A101, Standard Form of Agreement Between Owner and Contractor, 2007 edition, and AIA Document A201 General Conditions of the Contract for Construction, 2007 edition, both as modified for this Project as mutually agreed by the County and Moseley Architects or Frederick County's standard Contract for Construction and General Conditions of the Contract for Construction following review by Moseley Architects.

Consultants to Moseley Architects

Moseley Architects will engage the following consultants for this Project:

Stewart-Cooper-Newell Architects
Gastonia, North Carolina
Fire Station Design

Downey and Scott
Warrenton, Virginia
Construction Cost Estimating

Proposed Services

Basic Services. Our proposed Basic Services consist of normal architectural; mechanical engineering; electrical engineering; and structural engineering services for the Planning Phase as defined herein and Schematic Design, Design Development, Construction Documents, Bidding, and Construction Phases as defined in AIA Document B101 2007 edition, Standard Form of Agreement Between Owner and Architect, with such amendments as may be agreeable to both Frederick County and Moseley Architects. A draft copy of the document is attached.

These services can be summarized as follows:

Planning Phase Services

- Conduct a kick-off meeting with County to establish decision makers, communication methods, and other management standards for the project.
- Review available studies, topographic and boundary surveys, and geotechnical investigations as prepared by the County's consultants. Conduct field investigation of the existing fire station and the proposed site for the new Fire and Rescue Station and Social Hall.
- Conduct one meeting with County representatives and County's consultants to develop the space program for the project and submit to County
- Conduct one telephone conference to review the submitted space program.
- Revise the space program pursuant to the County's review comments and submit for approval

Schematic Design Services

- Prepare not more than two alternative conceptual floor plans and meet to review and select preferred plan.
- Based on the selected option prepare Schematic Design drawings consisting of a proposed floor plan, proposed site plan, and proposed building elevations depicting the exterior appearance of the Project.
- Prepare a written Basis of Design Narrative describing proposed major project components and systems.
- Develop a recommended project budget consisting of an estimate of

construction cost and other normal project related costs. At this stage the construction cost estimate shall be based on estimated 'per square foot' provided by the County

- Conduct one meeting with County representatives and County's consultants to review the design progress drawings, Basis of Design Narrative (BODN), and recommended budget.
- Revise the drawings and Basis of Design Narrative pursuant to the County's review comments, and submit all for approval.
- Conduct one telephone conference to review the schematic design submittal.

Design Development Services

- Prepare Design Development drawings consisting of a proposed floor plan, proposed site plan, and proposed building elevations depicting the exterior appearance of the Project.
- Update the Basis of Design Narrative describing proposed major project components and systems.
- Develop a recommended project budget consisting of an estimate of construction cost for the fire station and social hall and other normal project related costs. The estimate will not include the site improvement costs.
- Conduct not more than three meetings with County representatives, County's consultants, and Frederick County Building Official (one meeting) to review the design progress drawings Basis of Design Narrative (BODN) and construction cost estimate
- Revise the drawings and Basis of Design Narrative pursuant to the County's review comments, revise the recommended budget accordingly and submit all for approval.

Construction Documents Services

- Based on the approved Design Development drawings, Basis of Design Narrative, and budget, prepare Construction Documents consisting of Working Drawings and Specifications suitable for use in obtaining construction bids and constructing the Project.
- Submit 50% complete Construction Documents to the County for review and comment.
- Finalize the Construction Documents and submit completed documents to the County for approval and permitting.
- Prepare a detailed construction cost estimate for the fire station and social hall based on the complete Construction Documents and submit to the County for review and comment. The estimate will not include the site improvement costs.
- Conduct not more than two meetings with County representatives, County's consultants, and Building Official (one meeting) to review the Working Drawings,

Bid Documents, Specifications, and cost estimate

Bidding and Construction Contract Award Services

- Assist the County in preparation of Bid Documents and Invitation to Bid for construction of the project.
- Conduct one pre-bid conference in Winchester with prospective bidders.
- Issue necessary addenda to the Bid Documents.
- Moseley Architects will not provide the following services as these services will be provided by the County
 - Attend bid opening.
 - Review bids received; prepare Tabulation of Bids; report observed bid informalities to the County; and contact low bidder's references.
 - Assist the County in preparation and execution of a construction contract with the successful bidder. County will produce the construction contract and Moseley Architects will review

Construction Phase Services

- Attend one pre-construction conference with the Contractor's and County's representatives in Winchester. The County will conduct the meeting.
- Review and take appropriate action on required Contractor submittals and shop drawings. Moseley Architects will not review civil engineering or other site improvement related submittals.
- Conduct not more than seventeen construction site visits during construction to conduct on-site construction progress meetings with the County and the Contractor and to observe construction progress to determine if it appears that, when completed, the construction will be in accordance with the construction contract requirements. Provide written site visit reports for each visit. For the eleven months from notice to proceed to substantial complete Moseley Architects will conduct one site visit per month for the first five months and two site visits per month for months six through eleven. (Please note that because we will be making a limited number of visits to the site during construction, we will not continuously observe construction to witness or verify every construction operation or detail. Much of the construction will be completed and subsequently concealed by other construction while we are not present at the site. Although Moseley Architects will endeavor to guard the County against construction defects and deficiencies based on its limited observations at the site, the Contractor will be fully responsible for compliance with the requirements of the construction contract.)
- Respond to Contractor's Requests for Information.
- Review and certify Contractor's monthly applications for payment.
- When the Contractor indicates that construction has reached Substantial Completion, conduct one inspection to identify corrective measures required for

compliance with the requirements of the construction contract; issue a Certificate of Substantial Completion of the construction when merited.

- Conduct one final inspection to determine whether corrective measures have been completed.

Stewart-Cooper-Newell Architects will perform the following Basic Services tasks described above.

- Meet with the Frederick County to discuss the space program needs and other space planning requirements. Develop a space program for the Fire and Rescue Station and Social Hall. Submit the space program for review and discussion. Finalize the space program based on Frederick County review comments. (One trip.)
- Develop not more than two conceptual design alternatives and meet with Frederick County to review (One trip.)
- Based on the conceptual design selected by Frederick County prepare Schematic Design and meet with Frederick County to review Finalize Schematic Design based on Frederick County review comments. (One trip)
- Consult with Moseley Architects during the Design Development and Construction Documents, and Construction Administration phases.

As indicated above, Stewart-Cooper-Newell staff will make a total of three trips to Winchester during the Planning Phase and Schematic Design Phase. Stewart-Cooper-Newell staff will make additional trips to Winchester during the design phases if requested and authorized by Frederick County. Additional trips shall be subject to Additional Services compensation.

In addition to Basic Services, we will also provide the following services:

1. Record Drawings. We will prepare record drawings based on marked up as-built drawings provided by the Contractor. Record drawings will be provided to the County in electronic form.
2. Warranty Period Assistance. At the County's option, we will provide consulting during the one-year construction warranty period up to a total of twenty-four (24) hours of staff time.

We will provide the following Additional Services if authorized by Frederick County:

1. Extended Construction Phase Services. If Substantial Completion of construction is not achieved within eleven (11) months of Notice to Proceed to the Contractor we will provide extended Construction Phase services on a month-to-month basis.

Services to be provided by Frederick County

We will coordinate our services with Frederick County's civil engineering, geotechnical, building commissioning, special inspections, and utility location consultants. Our proposal does not include the following services:

- Interior furniture design

- Civil engineering
- Site lighting design (parking lot lighting)
- Topographic or boundary survey
- Landscape architecture
- Storm water permitting
- Environmental services
- LEED®-related services
- Soil borings and geotechnical investigation
- Off-site utility improvements
- Services related to Waters of the U.S. or wetlands
- Code-required Special Inspections
- Designation of physical location of existing underground utilities
- Construction staking
- Traffic analysis
- Sanitary sewer system, force main, or lift station design.
- Other services not specifically included in this proposal

Communications and audio-visual systems design shall be provided by Frederick County and are not included in our proposal. The county shall provide all communications and audio-visual system device locations to Moseley Architects to facilitate design and specification of empty conduit for those systems by Moseley Architects. Based on criteria provided by Frederick County Moseley Architects will include blocking and/or other provisions for mounting of devices in the Construction Documents.

Moseley Architects shall have no responsibility or liability for the discovery identification, abatement, or removal of asbestos, lead paint, toxic mold, or any other hazardous or regulated substances in relation to the Project, nor does our proposal include any services related to hazardous materials. Separately from this contract, the County shall provide all necessary services related to hazardous materials.

Cost of Services

We propose a lump sum compensation for the services defined above except for Warranty Assistance, for which we propose hourly compensation. The lump sum cost of the services for each phase including our expenses for travel, communication, and reproduction of documents for our own office use, is as follows.

Basic Services

Planning and Schematic Design	\$65,357
Design Development	\$79,057
Construction Documents	\$156,831
Bidding Phase	\$14,108
Construction Phase	\$66,918
SUBTOTAL	\$382,271

Other Services

Record Drawings	\$4,496
Warranty Assistance (hourly not to exceed)	\$3,160
SUBTOTAL (if all services are required)	\$7,656

TOTAL (if all services are required) \$389,927

Additional Services

Extended Construction Phase Services \$4,170 per month

Attached are spreadsheets detailing the basis of these costs. The cost of the services is not tied to the construction cost. It is based on the level of effort and professional time required to provide the services.

We will invoice monthly in proportion to the progress of our services. The lump sum amounts will not change unless the County authorizes substantive changes in the Project scope or in the scope or extent of our services, or unless the construction duration exceeds eleven months as further discussed below. In such cases, adjustments to the cost of services would be as negotiated and mutually agreed by the County and Mošeley Architects.

Reproduction of documents for County review permitting, construction bidding, and for use by the Contractor during construction will be billed as a Reimbursable Expense at our direct cost in addition to the cost of services indicated above.

The cost of the Construction Phase Services is based on Substantial Completion of the construction (i.e. when the Project is ready for occupancy and intended use) in not more than eleven months from the County's notice to proceed to the Contractor. Since the Contractor's failure to complete the Project on time would have a direct impact on the duration and level of effort required for our Construction Phase services, the cost of those services would increase if Substantial Completion is not achieved within eleven months and we have included a proposed amount for those services should they be required. In order to defray this and other costs resulting from the Contractor's late completion, should that occur the County may include in the construction contract a requirement for the Contractor to pay liquidated damages for failure to complete the construction on time.

Schedule

We propose the following schedule for the project. The County will assist with the expediting of the building permit review process so that the below schedule can be maintained.

Planning	1 month
Schematic Design	1.5 months
County review and approval	As required
Design Development	1.5 months
County review and approval	As required
Construction Documents (including 2 weeks for building permit review)	3 months
County review and approval	As required
Bidding and construction contract award	2 months
Construction to Substantial Completion	11 months
<hr/>	
Total excluding County review and approval time	20 months

Please let us know if you have any questions or concerns. Should the County wish to proceed in accordance with this proposal, we will promptly forward a final contract for review

We are enthusiastic about this opportunity to be of service to Frederick County and look forward to hearing from you!

Sincerely



Anthony J Bell III, AIA
Vice President

Encl: As stated

MOSELEY ARCHITECTS

Cost of Services
 Frederick County Round Hill Fire and Rescue Station and Social Hall
 December 10, 2012

	HOURS											TOTAL
	PRINCIPAL	PROJ MGR	ARCHITECT	ARCH TECH	STR ENGR	MELH ENGR	ELEC ENC	ENGR TECH	INT DES	SPEC WRTR	ADMN	
PLANNING												
PICK OFF (MEETING 1)	3	4									1	8
REVIEW AVAILABLE SURVEYS AND STUDIES	11	2			1	1	1					16
FIELD INVESTIGATION		4				4						8
PROGRAMMING (MEETING 2, TRIP 1)	14	4									1	19
DEVELOP AND SUBMIT PROGRAM	17	2										19
FINAL PROGRAMMING REVIEW (TELECOM)	2	1									1	4
FINAL PROGRAMMING REVISIONS	8	1										9
TOTAL HOURS	55	18	0	0	1	5	1	0	0	0	3	83
HOURLY RATE	\$ 225	\$ 125	\$ 105	\$ 79	\$ 115	\$ 140	\$ 140	\$ 91	\$ 91	\$ 133	\$ 70	\$ 180.24
SUBTOTAL SERVICES COST	\$ 12,375	\$ 2,250	\$ 0	\$ 0	\$ 115	\$ 700	\$ 140	\$ 0	\$ 0	\$ 133	\$ 210	\$ 15,790
TRAVEL EXPENSE (two trips 110 miles per trip x \$0.55/mile)												\$ 121
TOTAL SCHEMATIC DESIGN COST												\$ 15,911

SCHEMATIC DESIGN												
DEVELOP ALTERNATIVE CONCEPTS	21	4			2	2	2					31
PRESENT ALT CONCEPTS (SD MEETING 1 TRIP 2)	20	4										24
DEVELOP FLOOR PLANS	41	8			2	2	2					55
DEVELOP ELEVATIONS	3	18	40									59
DEVELOP SITE PLAN	21	4				2	2					29
PREPARE COST ESTIMATE		2										2
PRESENT SCHEMATIC DESIGN (SD MEETING 2 TRIP 3)	18	4										20
REFINE AND FINALIZE DESIGN/BODD	25	8	24		2	2	2					63
FINAL SD DESIGN REVIEW (TELECOM)	1	1										2
TOTAL HOURS	148	51	64	0	6	8	8	0	0	0	0	285
HOURLY RATE	\$ 225	\$ 125	\$ 105	\$ 79	\$ 115	\$ 140	\$ 140	\$ 91	\$ 91	\$ 133	\$ 70	\$ 173.07
SUBTOTAL SERVICES COST	\$ 33,300	\$ 6,375	\$ 6,720	\$ 0	\$ 690	\$ 1,120	\$ 1,120	\$ 0	\$ 0	\$ 133	\$ 210	\$ 49,325
CONSTRUCTION COST ESTIMATE												\$ 121
TRAVEL EXPENSE (two trips 110 miles per trip x \$0.55/mile)												\$ 121
TOTAL SCHEMATIC DESIGN COST												\$ 49,446

DESIGN DEVELOPMENT												
PREPARE DRAWINGS	5	120	120	40	48	48	48	64	8			501
UPDATE BASIS OF DESIGN NARRATIVE	5	4	4		2	2	2					19
DESIGN REVIEW (THREE DD MEETINGS 1-3)	4	12	12		8	8						44
PREPARE COST ESTIMATE	1	4	2		2	2				1		12
QUALITY CONTROL REVIEW	3	2	8									13
TOTAL HOURS	18	142	146	40	50	60	60	64	8	1	0	589
HOURLY RATE	\$ 225	\$ 125	\$ 105	\$ 79	\$ 115	\$ 140	\$ 140	\$ 91	\$ 91	\$ 133	\$ 70	\$ 118.04
SUBTOTAL SERVICES COST	\$ 4,050	\$ 17,750	\$ 15,330	\$ 3,160	\$ 5,750	\$ 8,400	\$ 8,400	\$ 5,824	\$ 726	\$ 133	\$ 70	\$ 60,525
CONSTRUCTION COST ESTIMATE												\$ 9,350
TRAVEL EXPENSE (three trips 110 miles per trip x \$0.55/mile)												\$ 182
TOTAL DESIGN DEV COST												\$ 79,957

CONSTRUCTION DOCUMENTS												
PREPARE WORKING DRAWINGS	8	120	240	100	120	180	120	120	16			1004
DESIGN REVIEW MEETINGS (TWO CD MEETINGS 1-2)		8				4	4					16
SPECIFICATIONS	5	8							24	80		117
PREPARE COST ESTIMATE	1	2				2	2					7
PREPARE BID DOCUMENTS	2	4									1	7
QUALITY CONTROL REVIEW	4	8	40		8	8	8					76
TOTAL HOURS	20	150	280	100	128	174	134	120	40	80	1	1227
HOURLY RATE	\$ 225	\$ 125	\$ 105	\$ 79	\$ 115	\$ 140	\$ 140	\$ 91	\$ 91	\$ 133	\$ 70	\$ 117.08
SUBTOTAL SERVICES COST	\$ 4,500	\$ 18,750	\$ 29,400	\$ 7,900	\$ 14,720	\$ 24,360	\$ 18,760	\$ 210,920	\$ 3,640	\$ 10,640	\$ 70	\$ 143,960
CONSTRUCTION COST ESTIMATE												\$ 13,050
TRAVEL EXPENSE (two trips 110 miles per trip x \$0.55/mile)												\$ 121
TOTAL CONSTR DOC COST												\$ 156,131

MOSELEYARCHITECTS

Cost of Services
 Frederick County Round Hill Fire and Rescue Station and Social Hall
 December 10, 2012

	HOURS												TOTAL
	PRINCIPAL	PRJ MGR	ARCHITECT	CONST ADMIN	ARCH TECH	STR ENGR	MECH ENGR	ELEG ENG	ENGR TECH	INT DES	SPEC WRTR	ADMIN	
BIDDING													
ADMINISTER DOC DISTRIBUTION			4									4	8
PRE BID CONFERENCE (BID MEETING 1)			6									2	8
CORRESPONDENCE/ADDENDA PREP	2	24	16		8	4	8	8	8			4	82
EVALUATE SUBSTITUTIONS			8				4	4	2				18
ATTEND BID OPENING (BID MEETING 2)													0
REVIEW BIDS			0										0
CONTACT REFERENCES													0
REVIEW CONSTRUCTION CONTRACT	1	2										1	4
TOTAL HOURS	3	44	16	0	8	4	12	12	10	0	0	11	120
HOURLY RATE	\$ 225	\$ 125	\$ 105	\$ 130	\$ 79	\$ 115	\$ 140	\$ 140	\$ 91	\$ 91	\$ 133	\$ 70	\$ 116.56
SUBTOTAL SERVICES COST	\$ 675	\$ 5,500	\$ 1,680	\$ 0	\$ 632	\$ 460	\$ 1,680	\$ 1,680	\$ 910	\$ 0	\$ 0	\$ 770	\$ 13,887
TRAVEL EXPENSE (Two meetings 110 miles per trip x \$0.55/mile)													\$ 121
TOTAL BIDDING COST													\$ 14,008

CONSTRUCTION ADMIN														
	PRINCIPAL	PRJ MGR	ARCHITECT	CONST ADMIN	ARCH TECH	STR ENGR	MECH ENGR	ELEG ENG	ENGR TECH	INT DES	SPEC WRTR	ADMIN	TOTAL	
PRECONSTRUCTION CONFERENCE (CA MEETING 1)			4		4								2	14
REVIEW SUBMITTALS	2	16		24		8	8	8	8		0	4	78	
SITE VISITS / PROGRESS MTGS - (17 CA MEETINGS 2-18)			16		85			48	16				12	177
REVIEW PAY APPS				12									6	18
CORRESPOND / ISSUE RESOLUTION	16	24				8	24	18					8	192
PUNCH LISTS (1 CA MEETING 19)				5			4	4					2	15
BACK PUNCH/CLOSEOUT (1 CA MEETING 20)				5			4						2	11
TOTAL HOURS	18	60	0	231	0	18	92	44	8	0	0	36	505	
HOURLY RATE	\$ 225	\$ 125	\$ 105	\$ 130	\$ 79	\$ 115	\$ 140	\$ 140	\$ 91	\$ 91	\$ 133	\$ 70	\$ 130.11	
SUBTOTAL SERVICES COST	\$ 4,050	\$ 7,500	\$ 0	\$ 30,030	\$ 0	\$ 1,840	\$ 12,880	\$ 6,160	\$ 728	\$ 0	\$ 0	\$ 2,520	\$ 65,708	
TRAVEL EXPENSE (20 meetings 110 miles per trip x \$0.55/mile)													\$ 1,210	
TOTAL CONSTRUCTION ADMIN COST													\$ 66,918	

RECORD DRAWINGS													
	PRINCIPAL	PRJ MGR	ARCHITECT	CONST ADMIN	ARCH TECH	STR ENGR	MECH ENGR	ELEG ENG	ENGR TECH	INT DES	SPEC WRTR	ADMIN	TOTAL
PREPARE DRAWINGS			4		4	16		4	4	12			44
TOTAL HOURS	0	4	0	4	16	0	4	4	12	0	0	0	44
HOURLY RATE	\$ 225	\$ 125	\$ 105	\$ 130	\$ 79	\$ 115	\$ 140	\$ 140	\$ 91	\$ 91	\$ 133	\$ 70	\$ 102.18
SUBTOTAL SERVICES COST	\$ 0	\$ 500	\$ 0	\$ 520	\$ 1,264	\$ 0	\$ 560	\$ 560	\$ 1,092	\$ 0	\$ 0	\$ 0	\$ 4,436
TOTAL RECORD DRAWINGS COST													\$ 4,436

WARRANTY ASSISTANCE													
	PRINCIPAL	PRJ MGR	ARCHITECT	CONST ADMIN	ARCH TECH	STR ENGR	MECH ENGR	ELEG ENG	ENGR TECH	INT DES	SPEC WRTR	ADMIN	TOTAL
TOTAL HOURS	0	8	0	8	0	0	8	0	0	0	0	0	24
HOURLY RATE	\$ 225	\$ 125	\$ 105	\$ 130	\$ 79	\$ 115	\$ 140	\$ 140	\$ 91	\$ 91	\$ 133	\$ 70	\$ 131.87
SUBTOTAL SERVICES COST	\$ 0	\$ 1,000	\$ 0	\$ 1,040	\$ 0	\$ 0	\$ 1,120	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,160
TOTAL WARRANTY ASSISTANCE COST													\$ 3,160



GREENWAY ENGINEERING, INC.

151 Windy Hill Lane
Winchester, Virginia 22602

Founded in 1971

November 14 2012
Rev. November 15, 2012

Frederick County
Public Works Department
107 N Kent Street
Winchester, VA 22601

RECEIVED
NOV 16 2012
Frederick County
Public Works & Inspections

Attn. Ed Strawsnyder, PE, Director

Re: New Round Hill Fire Station
Site Plan Proposal

Dear Mr. Strawsnyder:

Greenway Engineering is pleased to offer this proposal for surveying and engineering services for the proposed new Round Hill Fire Station located on the proposed site on the Silver Lake parcel adjacent to the proposed Trader Drive in Frederick County, Virginia. This proposed site is located on the property identified as Tax Map #52 A-C, consists of approximately 56± acres, and is currently owned by Silver Lake LLC. The summary of services listed below is followed by our detailed services breakdown.

<u>SUMMARY OF SERVICES</u>	<u>FEE</u>
<u>Surveying</u>	
Topographic Asbuilt Survey	Previously Obtained
<u>Engineering</u>	
Site and Utility Plan Design	\$ 6,140.00
Site Grading Plan	\$ 2,360.00
Erosion and Sediment Control Plan	\$ 810.00
Landscape Plan	\$ 940.00
Stormwater Management Analysis	\$ 1,480.00
Project Specifications	\$ 1,350.00 (If Requested by Architect)
Project Coordination	Hourly Not to Exceed (Budget Estimate \$4,800)
Public Meetings	Hourly Not to Exceed (Budget Estimate \$1,200)
VSMP Permit	\$ 800.00
Bid Assistance	\$ 2,340.00
On Site Easement Plats	\$ 1,200.00 Per Plat
Construction Administration	Hourly Not to Exceed (Budget Estimate \$5,000)

To be Designed or Completed under Separate Contract by Others

Access Road	Separate Contract
Designed Entrances Connections	Separate Contract
Offsite Water Service	Separate Contract
Offsite Sewer Service	Separate Contract
Record (Subdivision) Plat	Separate Contract

Engineers Surveyors Planners Environmental Scientists

Telephone 540-662-4185 FAX 540-722 9528

www.greenwayeng.com

SCOPE SUMMARY

The Round Hill Fire Station project scope is defined as the development of a site plan on a 3-4 acre site located on the Silver Lake LLC property as defined in the Silver Lake LLC Master Development Plan (MDP). Architectural services for the building will be completed by others and will be utilized for completion of the site plan. It is expected as a part of this proposal that a final building footprint with interior grades will be provided to Greenway Engineering prior to the start of the site plan design. Should, at any time after the receipt of the architectural plans, the building design changes to the point where it is required to either be shown on the plans or impact site design requiring a change in the work completed, additional compensation for the changes will be requested.

The site will be accessed by the road routing along the general alignment of Trader Drive shown in the MDP Design of Trader Drive is currently being completed under a separate contract with Silver Lake LLC (Trader Drive PIP). This road design by others will include the location of two commercial entrances for service to the County Fire Station project. They will be designed and constructed under the PIP contract and will be shown on the Fire Station plans for reference. Coordination between the two projects will be controlled to ensure both projects compatibility

SURVEYING SERVICES

ITEM 1 – TOPOGRAPHIC ASBUILT SURVEY

This Proposal/Contract does not include any pre-site design survey services, including, but not limited to, topographic, asbuilt, or utility surveying on the main Silver Lake property since it has previously been provided. Any liability regarding the accuracy of topography and asbuilt information provided to us by others will remain with the original surveyor.

ENGINEERING SERVICES

ITEM 2 – (IISP) SITE and UTILITY PLAN

This item will consist of the work required to prepare a 1" = 30' site plan that includes onsite storm sewer, sanitary sewer, water mains, building location, interior parking and pavement design, on site traffic pattern evaluation, site-lighting layout (not including site architectural lighting), roof leader connections, and routine submission to appropriate agencies for review. Specifications will be provided on the plans. It is expected the architectural plans will provide the necessary inverts for all utilities into the building at the time of the start of design. All work will be performed in accordance with the requirements and regulations of Frederick County, the Virginia Department of Transportation, the proffers and conditions of the zoning case, and in accordance with the architectural drawings provided at the start of engineering. The utility plan will show general locations for power, telephone, or other dry utilities requested by the architect. However, final design of these utilities will be the responsibility of the utility provider and the architect. Should it be requested these designs be shown on the site plans; we will include them at no additional cost.

We understand that in the preparation of the site plan we will have assistance from the owner(s)/developer's consultants, i.e., architect, mechanical engineer, electrical engineer, structural engineer, soils engineer, soils testing laboratory, underground utility location specialist, and an attorney. Greenway Engineering shall be held harmless from errors or omissions by these consultants. The fee does not include structural design for light pole bases or other major structural designs. It is expected the project's structural engineer will provide these details for submission.

FEE. \$6,140.00
Lump Sum
Item 2

ITEM 3 – (13FD) SITE GRADING PLAN

This item will consist of the work required to prepare a 1 = 30' grading plan that includes onsite grading to tie proposed site work into either existing grades or proposed grades as designed for the proposed Trader Drive for access to Northwestern Pike. Grading will be completed to ensure site drainage to designed collection systems and will coordinate with the items and be a part of the plan developed in Item #2 above. We will make every attempt to provide a balanced site. However, due to the location and the active design on the access road, we are unable at this time to state a balanced site can be provided because information is not yet available. This fee does not include structural design for retaining walls if they are determined to be needed. Should a retaining wall be required, we will provide a grading profile on the wall to assist the structural engineer in providing the design.

FEE. \$2,360.00
Lump Sum
Item 3

ITEM 4 – (11ER) EROSION AND SEDIMENT CONTROL PLAN

Greenway Engineering proposes to design the necessary systems for onsite siltation and erosion control in conformance with the requirements of the Virginia Erosion and Sediment Control Handbook and Frederick County Erosion and Sediment Control Ordinances with regard to the development of this property

FEE. \$810.00
Lump Sum
Item 4

ITEM 5 – (11LP) LANDSCAPE PLAN – For Code Compliance Only

Section 135-36 of the Frederick County Landscaping Regulation stipulates that every project submit an overall landscape plan that indicates the manner in which landscaping requirements for the project will be achieved. The plan will show open space areas, buffers, vegetated areas, and undisturbed floodplains. This plan must be submitted to Frederick County for review and approval concurrently with the site plan. As part of the analysis, we will also visually inspect and include a written description of the type of vegetation present on the property to assist in meeting Code.

FEE. \$940.00
Lump Sum
Item 5

ITEM 6 – (12SM) STORMWATER MANAGEMENT/DETENTION SYSTEMS ANALYSIS

The Silver Lake LLC development project was developed with regional stormwater management intentions. The PIP project is currently being evaluated to determine if the currently designed and installed stormwater management meets the needs of the access road and this proposed Fire Station so no evaluation of water quantity stormwater management is required as it is being completed by others. We will evaluate the need for Best Management Practices (BMPs) as required by the Commonwealth of Virginia, which will be incorporated and designed to meet State regulated stormwater quality requirements. Please note that structural engineering services that may be needed are not included; additionally, we may need the assistance of a soils engineer, soils testing laboratory, geologist, and specialized laboratory analysis with regard to the design of this system. If so, these consultants shall be retained separately by the client. Greenway Engineering will be held harmless from errors or omissions in the data provided to us by these consultants.

FEE. \$1 480.00
Lump Sum
Item 6

ITEM 7 – (11SF) PROJECT SPECIFICATIONS (If Requested by Architect)

We will develop separate and detailed specifications associated with development of this project to be included with the architect's specification package for inclusion in the bid package. The earthwork specification will be generated with the assistance of the project's geotechnical engineer and the generated report.

FEE. \$1,350.00

Lump Sum

Item 7

ITEM 8 – (11PJ) PROJECT COORDINATION/PROJECT MEETINGS

As with typical architect driven projects, a certain amount of time will be required coordinating the architectural, structural, and MDP designs with the site design. It may be requested that the civil engineer attend regularly scheduled design coordination meetings. Due to the uncertainty of scope related to this task, we are proposing to complete this task on an hourly not to exceed basis in accordance with our current hourly rate schedule (attached). We are estimating the need to provide 32 hours in coordination and team meetings associated with this project. The not to exceed number is associated with that estimate. We will work and provide the coordination task until this estimate is met. We will request additional compensation for any coordination work above this amount.

FEE. \$4,800.00

Hourly Not to Exceed

Item 8

ITEM 9 – (10MC) PUBLIC MEETINGS

It is expected that this work will need to be submitted to the Planning Commission and Board of Supervisors for public meetings as may be required by the County to review/ approve the proposed site plan. It is also expected that there will be a few design presentation meetings with the Round Hill Fire Department to confirm and accept the design. If it is requested of us to attend these meetings to assist with the process, we will be glad to assist and attend. We are estimating the need to provide four meetings at 2 hours each (total of 8 hours) in meetings associated with this project. The not to exceed number is associated with that estimate. We will work and provide the meeting task until this estimate is met. We will request additional compensation for any coordination work above this amount.

FEE. \$1,200.00

Hourly Not to Exceed

Item 9

**ITEM 10 – (11VP) VSMP GENERAL PERMIT REGISTRATION STATEMENT –
CONSTRUCTION ACTIVITY STORMWATER DISCHARGES**

Greenway Engineering will prepare the VSMP Registration Statement in accordance with the Department of Conservation and Recreation (DCR) and submit on the owner's behalf. A Stormwater Pollution Prevention Plan (SWPPP) will also be prepared in accordance with the VSMP requirements and furnished to the owner. All fees associated with this VSMP are the responsibility of the owner.

FEE. \$800.00

Lump Sum

Item 10

ITEM 11 – (11B) BID ASSISTANCE

Greenway Engineering will provide assistance during the bidding process consisting of the following:

- Prepare front-end bid documents
- Distribute the plans and specification to prospective bidders
- Handle contractor inquiries during bidding process
- Attend pre-bid conference
- Attend bid opening
- Evaluate bids and make recommendations of award

FEE. \$2,340.00
Lump Sum
Item 11

ITEM 12 – (36EM) ON SITE EASEMENT PLAT(S)

Greenway Engineering will prepare the necessary Onsite Easement Plat(s) in accordance with the requirements of Frederick County as well as the Code of the Commonwealth of Virginia. These plats will be suitable for recordation among the Land Records of Frederick County and will be prepared in accordance with final site plan approval. At this time, we are expecting at least one plat being required for the site.

FEE \$1,200.00 Per Plat
Lump Sum
Item 12

ITEM 13 - CONSTRUCTION ADMINISTRATION

If requested by the client during the development/construction of the project, it may be necessary for Greenway Engineering to perform construction administrative services consisting of the following services:

- Site visits and progress reviews
- Answer client, contractor, or architect questions
- Review shop drawings
- Utility changes

We are estimating the need to provide approximately 30 hours of time to complete this task. The not to exceed number is associated with this estimate. We will work and provide this task until this estimate is met. We will request additional compensation for any coordination work above this amount.

FEE. \$5,000.00
Hourly Not to Exceed
Item 13

EXCLUSIONS AND TERMS

We exclude from the scope of our proposal the following services:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ ALTA/ACSM surveys ▪ Any other work not specifically stated herein ▪ Architectural services ▪ Arborist consultation services ▪ Backhoe services and fees ▪ Boundary survey plats ▪ Comprehensive landscape plans ▪ Conditional Use Permits ▪ Construction Administration | <ul style="list-style-type: none"> ▪ Construction stakeouts ▪ County/VDOT Land Disturbance Permits ▪ Digital files ▪ Downstream channel analysis ▪ Drainfield expansion ▪ Earthwork takeoff ▪ Expedited processing ▪ Expert Witness, 1.5x Billing Rate |
|---|--|

- Fees or charges due to governmental agencies for the review and approval of plans/soils certification/drainfield permits/applications
- Fire hydrant flow test analysis
- Floodplain study
- GPS machine control
- Herpetology consultation services
- KSAT and mounding studies
- Landscape architectural services
- LEED-Leadership in Energy and Environmental Design Requirements
- Maintenance of Traffic Plan (MOT)
- Mechanical/electrical engineering services
- Plats for onsite/offsite easement or dedication
- Rezoning
- Road widening/turn lanes
- Sanitary sewer extensions
- Sanitary sewer outfall
- Soils engineering
- Special Use Permits
- Storm drainage outfall
- Structural engineering services
- Subdivision plats
- Survey asbuilts
- Surveying services
- Topographic Survey
- Underground utility location services
- VDOT 527 Traffic Impact Analysis
- Water Distribution Model
- Waterline extensions
- Wetland studies and environmental site assessment

ADDITIONS/REVISIONS

The fees listed above are in effect from the date on this proposal to 60 days thereafter. After this period, Greenway Engineering has the right to adjust the fees and will inform the client of any changes.

Greenway Engineering also reserves the right to obtain an adjustment in the fee due to changes in the scope of services not provided for herein and outside our control and beyond our view. Our proposal is predicated on the exhibits and information presented to us and the applicable ordinances and regulations in effect as of the date of this proposal. Additionally a percentage increase in fees may be applied for contract durations over 12 months. Any modifications to the scope of the project, (i.e. building footprint changes, utility relocations, etc.) and/or revision or modification to the ordinances and regulations which require Greenway Engineering to perform additional work will be performed on an hourly basis or any additional lump sum fee whichever is agreed upon by the owner.

PAYMENT/COLLECTIONS/INTEREST

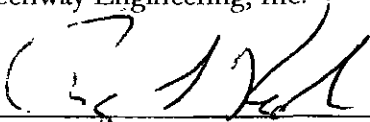
Payment is due Net 10 days from receipt of invoice, unless prior arrangements have been made. Should you default on payment of any or all of the agreed to services in this proposal resulting in turning your account over to our attorney for collection, it will then be your obligation to pay attorney's fee and/or court costs, etc. as well as payment in full for the project in question. Additionally any account over 30 days past due will be charged 1% interest per month.

PRINTS, FEDERAL EXPRESS, DELIVERIES, MAILINGS, ETC.

Prints, Federal Express charges, deliveries and mailing costs for plans, exhibits and reports will be billed to you as ordered through the appropriate service item listed above in addition to the quoted fee. If you have an account setup with a local printing company we can have that company bill you directly for these printing costs.

We appreciate the opportunity to submit this proposal. Please contact me should you have any questions or wish to change the scope of services.

Sincerely
Greenway Engineering, Inc.



15-Nov-2012

Randy L. Kepler, PE, Director of Engineering Date

The scope of services and terms of this proposal are accepted:

Print Authorized Representative Name and Title

Signature of Authorized Representative Date



GREENWAY ENGINEERING

HOURLY RATE SCHEDULE 2012

Senior Professional Engineer V	.\$ 180.00
Senior Professional Engineer IV	.\$ 170.00
Senior Professional Engineer III	.\$ 160.00
Senior Professional Engineer II.	.\$150.00
Senior Professional Engineer I	.\$140.00
Professional Engineer I	.\$130.00
Engineer VII	.\$120.00
Engineer VI	.\$110.00
Engineer V	.\$100.00
Engineer IV	.\$ 90.00
Engineer III.	.\$ 80.00
Engineer II	.\$ 70.00
Engineer I	.\$ 60.00

Engineering Field Manager III.	.\$120.00
Engineering Field Manager II.	.\$110.00
Engineering Field Manager I.	.\$100.00
Engineering Field Inspector IV	.\$60.00/90.00
Engineering Field Inspector III.	.\$55.00/82.50
Engineering Field Inspector II.	.\$50.00/75.00
Engineering Field Inspector I.	.\$45.00/67.50

*Overtime at a Rate of 1.5 as noted (Over 8 hours per day)

Field Services and Equipment:

Moisture Density Gauge.	.\$100/Day
Field One Point.	.\$ 50/Each

Senior Certified Planner III.	.\$160.00
Senior Certified Planner II.	.\$150.00
Senior Certified Planner I.	.\$140.00
Planner VI.	.\$130.00
Planner V	.\$130.00
Planner IV	.\$130.00
Planner III.	.\$130.00
Planner II.	.\$130.00
Planner I.	.\$130.00

Environmental Scientist III, AOSE.	.\$140.00
Environmental Scientist II, AOSE.	.\$130.00
Environmental Scientist I, AOSE.	.\$120.00
Certified Land Surveyor, LS – III	.\$140.00
Certified Land Surveyor, LS – II	.\$130.00
Certified Land Surveyor, LS – I	.\$120.00
Land Surveyor V	.\$120.00
Land Surveyor IV	.\$110.00
Land Surveyor III	.\$100.00
Land Surveyor II	.\$ 90.00
Land Surveyor I	.\$ 80.00
Surveyor IV	.\$ 70.00
Surveyor III	.\$ 60.00
Surveyor II	.\$ 50.00
Surveyor I	.\$ 40.00

*Expert Witness will be provided at 1.5 times the regular billing rate.

**All Travel Costs (Mileage, Lodging, Meals, etc.) are on a per diem basis.

***Subcontractual Services billed with 15% markup.

❖ **This is our current Hourly Rate Schedule, which is subject to change due to economic conditions, increases in costs of building supplies, et cetera. This may apply for lab testing. Price changes will be noted at the time an order is placed.**



RUCKMAN ENGINEERING, PLC

Structural + Geotechnical + Dams + Inspections

November 26, 2012

Mr Harvey E. Strawsnyder Jr PE, Dir of Public Works
County of Frederick
107 North Kent Street, Suite 200
Winchester VA 22601

RE. Proposal for Geotechnical Investigation and Construction Inspection Services
Round Hill Firehouse and Social Hall
Task Order No. 4
Frederick County Virginia

Dear Ed:

In response to your request, we are pleased to submit this revised proposal for construction inspection services for the above referenced project. This proposal outlines the planned scope of services and contains unit rates for performing these services.

PLANNED SCOPE OF SERVICES

(1) GEOTECHNICAL INVESTIGATION

Two single-story structures will be constructed within the project site. We understand that fire station will have a base floor area of approximately 14,000 square feet while the social hall will have a floor area of approximately 9,600 square feet. Paved parking, access drives and stormwater facilities will be part of the overall project. At this time, we are not aware of any below grade or retaining walls as part of the new construction. Maximum cuts and fills have not been determined at this time.

We propose to drill a total of 10 borings with Standard Penetration Testing and sampling to an average depth of 15 feet within the building footprints. We also plan to drill some additional probes in select areas of the site for earthwork considerations. We will also perform a geophysical study only within the building areas to further evaluate the underlying karst geology. Upon completion of the field and laboratory work, we will prepare a detailed geotechnical report. Our planned scope of work is more fully described herein.

(1.a) Field Exploration

We propose to accomplish the test borings and probes with a track-mounted rotary auger drill rig and perform Standard Penetration Testing and sampling at 2.5-foot intervals to 10 feet and 5.0-foot intervals thereafter. The borings will be extended to an average depth of 15 feet each or auger refusal, whichever occurs first. Depending on proposed grades, the probes will be extended to a maximum depth of 5 to 10 feet or auger refusal, whichever occurs first. Clearing work will be required to access some of the test locations.

22-B Ricketts Drive
Winchester, VA 22601

www.ruckmanengineering.com

540-678-1216 (O)
540-678-1217 (F)

A geotechnical engineer from our office will be present during the drilling work to supervise the field exploration program and log all of the borings and probes. We will contact Miss Utility to request that all utilities be located and properly marked prior to our mobilization. We understand that the project surveyor can stake the boring locations in the field prior to our mobilization and provide surface elevations at each test location.

An electrical resistivity geophysical study will be performed within the building footprints to determine if any significant anomalous areas are present as a result of the karst terrain. We assume that the project surveyor can provide the layout of the proposed resistivity lines (start-middle-end points only) based on a drawing provided by us. If any anomalous areas are discovered, supplemental drilling at specific locations will be necessary to further evaluate the risk associated with such conditions as well as develop remedial construction efforts, if necessary. If it is determined that further exploration of discovered anomalies are required, we will discuss the findings with you and, if requested, prepare a proposal that will outline the costs and associated services for the supplemental work.

(1.b) Laboratory Soil Testing

Laboratory testing will be performed on representative samples to supplement the field classifications, assess potential volume change characteristics and establish foundation and pavement design parameters. The following types and numbers of tests are planned:

<u>Type of Test</u>	<u>Planned Number</u>
Moisture Content	15
Sieve Analysis (#200 washed)	3
Atterberg Limits	3
CBR w/ Std. Proctor	1

(1.c.) Evaluation and Report

Upon completion of the field exploration and laboratory testing, we will prepare a detailed geotechnical report which will include the following:

- 1) A detailed discussion of the site geology and subsurface conditions encountered.
- 2) Detailed boring and probe logs with a Boring and Probe Location Plan.
- 3) Results of geophysical study
- 4) Results of the laboratory testing.
- 5) Foundation recommendations with specific references to foundation type, bearing capacity, settlement potential and site classification for seismic considerations.
- 6) Recommendations for preparation of pavement subgrade during construction.
- 7) Site preparation and structural fill requirements.

- 8) Construction recommendations as they relate to the geotechnical aspects of the project.

(2) QC TESTING SERVICES

We propose to provide qualified and experienced engineering personnel, as required, to perform the following construction inspection services:

- 1) Monitoring of proof-rolling of subgrades prior to fill placement or building/pavement construction.
- 2) Field testing of construction materials including in-place moisture-density testing of compacted fills by the nuclear gauge method (ASTM D 2922 & 3017).
- 3) Field testing of fresh concrete including temperature, slump, entrained air and molding of cylindrical concrete specimens.
- 4) Laboratory testing of construction materials including soils, aggregates and concrete.
- 5) Reinforcement steel and structural steel inspection.
- 6) Engineering consultation with regard to field construction problems, if necessary
- 7) Report preparation of daily activities observed and other reports, as required.

All inspections will be performed by a geotechnical or structural engineer registered in the Commonwealth of Virginia. A written report will be prepared for each day that an inspection is performed. Our construction inspection services do not include verification of grades and quantities related to earthwork or supervision of the Contractor's operations.

UNIT RATES

We will provide the above outlined services at the unit rates that have been approved as part of our Contract for Structural and Geotechnical Engineering Consulting Services agreement.

BUDGET ESTIMATE

Based on our discussions of an anticipated project time frame, our recommended budget estimate is outlined as follows:

Geotechnical Investigation

Field Exploration:

Mob./demob and drilling 10 pts.	\$ 2,000
Geophysical testing,	2,000
Clearing,	800
Field engineer	<u>720</u>
Subtotal.	\$ 5,520

Lab Testing:

15 % Moistures	\$ 150
3 Atterberg Limits,	225
3 Sieve Analyses,	225
1 CBR w/ Std. Proctor	<u>320</u>
Subtotal:	\$ 920

Engineering:

Meetings, Consultation, Report	Subtotal: \$ 1,600
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Geotechnical Investigation Est. Total: \$ 8,040

QC Testing

Notes:

- 1) Assume 4 months of work for mass grading, utilities, buildings and pavements.
- 2) Assume 2 months full-time and 2 months part-time work.
- 3) Round trip travel is 0.5 hours and 9 miles.

Engineering Technician (full-time):

8 wks. x 5 days/wk. x 9 hrs./day @ \$40/hr	\$ 14,400
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Engineering Technician (part-time):

8 wks. x 5 days/wk. x 4 hrs./day @ \$40/hr	\$ 5,120
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Sr. Engineering Technician:

40 hrs. @ \$60/hr	\$ 2,400
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Sr. Engineer:

20 hrs. @ \$100/hr	\$ 2,000
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Mileage:

\$0.55/mile, est.	\$ 600
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Lab Concrete Testing:

18 pours x 5 cyl./pour @ \$11/cyl.	\$ 990
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Lab Soil Testing:

1 Std. Proctor and 1 soil classification	\$ 270
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QC Testing Est. Total: \$ 25,780

Geotech and QC Est. Total: \$ 33,820

Recommended Budget for Geotech and QC Services: \$ 34,000

Our estimated budget does not include costs associated with re-inspections as a result of either previous determined work deficiencies by the contractor or damaged construction work from severe storm conditions. We require a 24-hour notice that inspections are needed so that we can effectively schedule our personnel.

We appreciate the opportunity to submit this proposal and we look forward to working with you on this project. If you have any questions or require any additional information, please do not hesitate to contact us.

Sincerely

RUCKMAN ENGINEERING, PLC

A handwritten signature in cursive script, appearing to read "Dan R. Hamric", is written over a horizontal line.

Daniel R. Hamric, PE
Senior Engineer

Attachment: Task Order No. 4

TASK ORDER

Order No. 4

Date: 11/26/2012

OWNER:

Owner's Representative: _____

Address & Phone#: _____

CONSULTANT Ruckman Engineering, PLC

Representative (Project Manager): Daniel R. Hamric, PE

Address & Phone#: 22B Ricketts Drive, Winchester, VA 22601

540-678-1216

Project Description: Round Hill Firehouse and Social Hall Geotech and QC Services _____

Estimated Project Capital Cost: _____

Project Engineering Fee:

Lump Sum \$ _____
Time & Materials Fee \$ 34,000

Special Conditions & Instructions:

See attached Proposal for details of proposed scope of services

Ordered By:

Representative
Department of Public Works
Frederick County, Virginia

Accepted By:

Daniel R. Hamric
Representative
Ruckman Engineering, PLC

ROUND HILL FIRE STATION AND SOCIAL HALL

Geotech and QC Budgeting

DRAFT

Geotechnical Investigation

Field Exploration:

Mob./démob. and drilling 10 pts.	\$ 2,000
Geophysical testing,	2,000
Clearing,	800
Field engineer	<u>720</u>
Subtotal:	\$ 5,520

Lab Testing:

15 % Moistures	\$ 150
3 Atterberg Limits,	225
3 Sieve Analyses,	225
1 CBR w/ Stnd. Proctor,	<u>320</u>
Subtotal:	\$ 920

Engineering:

Meetings, Consultation, Report	Subtotal: \$ 1,700
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Geotechnical Investigation Est. Total: \$ 8,140

QC Testing

Notes:

- 1) Assume 6 months of work for mass grading, utilities, buildings and pavements.
- 2) Assume 4 months full-time and 2 months part-time work.
- 3) Round trip travel is 0.5 hours and 9 miles.

Engineering Technician (full-time):

8 ~~16~~ wks. x 5 days/wk. x 9 hrs./day @ \$40/hr (Ruckman ??) (Viola ??) \$28,800 14,400

Engineering Technician (part-time):

4 ~~8~~ wks. x 5 days/wk. x 4 hrs./day @ \$40/hr \$ 6,400 3,200

Sr. Engineering Technician:

40 hrs. @ \$60/hr \$ 2,400

Sr. Engineer:

30 hrs. @ \$100/hr \$ 3,000

M E M O R A N D U M

TO: Finance Committee

FROM: Dennis D. Linaburg, Chief
Fire & Rescue Department

SUBJECT: Revenue Recovery Program

DATE: January 10, 2013

As requested from the last finance committee meeting, the following revenue recovery information has been compiled. I have gathered information from surrounding jurisdictions which currently utilize a revenue recovery program. Regional counties that were polled are Winchester City, Shenandoah, Warren and Page Counties. This document provides an explanation of how monies are passed through to the volunteer fire and rescue companies in general and how recovered E.M.S. funds are dispersed to include the Memorandums of Understanding.

Winchester City

City funds:

- Provides \$ 4,000 per month to the volunteer stations

Revenue recovery funds:

- Memorandum of Understanding (see attachment)

Warren County

County funds:

- Provides an annual contribution to each of the volunteer stations. (example Front Royal F&R receives \$200,000)

Revenue recovery funds:

- Provides \$ 200,000 for salaries (providers and cost recovery manager)
- Provides all the fuel
- Reimburse station for their insurance costs.
- 50% of radio maintenance costs.

- Provides for maintenance on life packs and staff training
- The balance goes back into a special fund to be used for budget overruns or special projects roughly \$550,000

Shenandoah County

County funds:

- \$60,000 for Fire and EMS stations
- \$30,000 for just Fire or EMS stations
- All pagers, portable and mobile radios
- All EMS supplies
- All fuel for apparatus
- Annual testing of tools, ladders, etc.
- Annual testing and maintenance of life packs
- All SCBA's and maintenance
- Accident, sickness, facility, apparatus liability and workers comp.
- Training classes
- Aerial ladder testing

Revenue recovery funds:

- Memorandum of Understanding (see attachment)
- The revenue is distributed based on who is staffing the transport unit. If the volunteers staff the unit they receive all the revenue; if the career staff transports, the county receives the revenue. If the crew is split the funds are split. The company that owns the unit receives all the mileage revenue.

Page County

County funds:

- Provide \$45,000 to each of three fire and rescue stations
- Pay for all liability and health insurance
- Provide all of the portable and mobile radios

Revenue recovery funds:

- The agency that provides a driver gets 31%
- The agency that provides the ambulance gets 31%
- The agency that provides the AIC gets 31%
- The billing company/ County gets 7% as administrative fee's

DDL/jlc

Attachments: as stated

Cc: File



Shenandoah County

Department of Fire and Rescue

600 N. Main Street, Suite 109
Woodstock, VA 22664

(540) 459-6167 voice
(540) 459-6192 fax
gyew@shenandoahcountyva.us

Memorandum of Agreement EMS Insurance Billing Revenue Distribution

Parties: The parties of this Memorandum of Agreement (MOA) are the Shenandoah County Board of Supervisors and _____ (hereafter referred to as the “Company”).

Purpose: The purpose of this MOA is to set forth the criteria by which revenues generated from the EMS Insurance Billing Program will be distributed to agencies that participate in the program in accordance with the Ordinance adopted by the Board establishing the program.

Recitals: The parties to the MOA agree that the revenues generated from the EMS Insurance Billing Program will be distributed as follows:

- The County will collect all gross receipts in accordance with the “Ordinance Providing for Equitable Charges for Emergency Medical Services in Shenandoah County” as adopted by the Board of Supervisors on November 22, 2011, or as thereafter amended by the Board.
- Using gross receipts, the County will pay all costs associated with the utilization of a third party billing agency pursuant to the terms of the contract with that agency.
- Using gross receipts, the County will pay the salary and the benefits of any full time equivalent personnel that are dedicated primarily to meet the County’s administrative support responsibilities associated with the EMS Billing Program.
- The remaining revenues will constitute “net revenues” and will be distributed based on the following formula:
 1. When all staff on the transport unit are career County employees, the County will receive 100% of the net revenues, less mileage reimbursement.
 2. When all staff on the transport unit are volunteer members of the Company, then this agency will receive 100% of the net revenues, less mileage reimbursement.
 3. In any instance when there are both County career staff and Company volunteers on the transport unit, the County and the Company will each receive 50% of the net revenues, less mileage reimbursement.
 4. In any instance when there is any combination of three agencies (County and/or Companies) on the transport unit, each will receive 33% of the net revenues, less

mileage reimbursement so long as the Company is authorized in accordance with the County Ordinance and the Company has approved the MOA indicating its participation in the program.

5. All net revenues derived from mileage reimbursement will be distributed to the Company – career or volunteer – that provided the transport unit.

Modification and Termination of Agreement:

- This agreement can only be modified or amended by a document in writing, signed by all parties hereto.
- Either party only upon 30 days written notice to the other may terminate this agreement
- This agreement shall come into effect when signed by all executing parties and shall remain in effect, subject to modifications as described above.

Executing Parties:

County of Shenandoah

Board Chairperson

Date

County Administrator

Date

_____ **Company**

President

Date

Chief Operational Officer

Date

Timbrook Public Safety Center
231 East Piccadilly Street, Ste. 330
Winchester, VA 22601

Telephone: (540) 662-2298
FAX: (540) 542-1318
Website: www.winchesterva.gov

MEMORANDUM OF UNDERSTANDING

1. **PARTIES.** The parties to this Agreement are the City of Winchester (The City), Winchester Fire & Rescue Department (WFRD), Friendship Volunteer Fire Company No. 1, Rouss Fire Company Inc, Shawnee Volunteer Fire Department, and South End Fire Company ("The Volunteer Stations").
2. **PURPOSE.** The purpose of this Agreement is to set forth guidelines by which WFRD and "The Volunteer Stations" will operate regarding items associated with the implementation of the Emergency Medical Transport "Fee for Service" program ("The Program").
3. **RESPONSIBILITIES.**

City of Winchester and Winchester Fire & Rescue Department

- A. The City will maintain the revenue generated from "The Program" in an account separate from any other City revenue. A separate budget will be maintained for expenditures directly associated with "The Program".
- B. WFRD will be responsible for disbursement of the funds generated by "The Program." The funds will be disbursed based on percentages of the net revenue collected each year. The disbursement percentages are as follows:

Annual Expenditures

1. Employee Salary and Benefits	65%		
2. Station Support w/ EMS Transport	16%/3	stations	annually or
\$12,500(guaranteed) quarterly per station whichever is greater			
3. Station Support Truck Company	2%	annually	or
\$5,000(guaranteed) quarterly whichever is greater			
4. Program Administration & Support	2%		
5. Billing Contractor	6.5%		
6. Volunteer Gear and Uniforms	2.4%	split four ways	
7. Fuel and Maintenance	4%		
8. Medical Supplies	2%		
9. Canteen Unit	0.1%	If canteen unit ceases to operate funds will go to item 6. Volunteer Gear and Uniforms.	

- C. Annual expenditures that exceed the agreed to percentages in items 1, 4, and 8 above will be supplemented by The City's general fund.
- D. WFRD will have "The Program" financial reports available within seven business days when requested by a Station President or Chief.
- E. WFRD will make quarterly "Station Support" disbursements to "The Volunteer Stations" at the conclusion of each quarter (September, December, March and June). An updated revenue report will be provided with each quarterly disbursement.
- F. WFRD will purchase and supply "The Volunteer Stations" with medical supplies that have an expiration date.
- G. WFRD will provide HIPAA training and other training as required for "The Program" to new members of "The Volunteer Stations" monthly.
- H. WFRD will notify "The Volunteer Stations" when members need to provide updated certification information to meet Federal Regulations.

The Volunteer Stations

- A. "The Volunteer Stations" will provide insurance coverage on all station owned apparatus.
- B. "The Volunteer Stations" will maintain apparatus in operational and/or serviceable condition to meet Virginia State Police safety inspection requirements and the Virginia Department of Health, Office of Emergency Medical Services regulations.
- C. "The Volunteer Stations" will have a scheduled preventive maintenance program in place for all fire and rescue apparatus in accordance to industry standards.
- D. "The Volunteer Stations" will have maintenance records on file for all apparatus and make them available for review upon request. These records must meet Federal and/or State regulations and be maintained for duration of ownership.
- E. "The Volunteer Stations" will provide any other information that is needed to support "The Program" (i.e. insurance certificates, vehicle registrations, etc...).
- F. "The Volunteer Stations" currently providing two licensed ambulances for transport service will make a good faith effort to continue providing two ambulances in order to maintain the agreed upon funding percentage.

- G. "The Volunteer Stations" will provide one representative or alternate to serve on "The Program" Review team.

Reserve Fund

The City will maintain a "Reserve Fund" utilizing surplus funds from Annual Expenditure items. Interest earned on the reserve fund will roll over into the reserve fund.

The "Reserve Fund" will be capped at \$450,000. At the conclusion of each fiscal year any amount greater than the \$450,000 in the "Reserve Fund" will be distributed equally to the volunteer stations.

In the event "The Program" ceases; the reserve fund will be disbursed 50% to the City and 50% disbursed equally to the four stations.

Unless otherwise specified in any loan documents, monies received from loan payments on the South End Fire Company Loan (Closing Date February 1, 2012) will be deposited into the reserve fund.

4. POINTS OF CONTACT.

Fire & Rescue Chief
Winchester Fire & Rescue Department
231 E. Piccadilly St., Suite 330
Winchester, VA 22601
540-662-2298

EMS Captain
Winchester Fire & Rescue Department
231 E. Piccadilly St., Suite 330
Winchester, VA 22601
540-662-2298

Station Chief or President
Friendship Fire Company
627 N. Pleasant Valley Rd.
Winchester, VA 22601

Station Chief or President
Rouss Fire Company
3 S. Braddock St.
Winchester, VA 22601
540-662-5529

Station Chief or President
Shawnee Volunteer Fire Dept.
2210 Valor Dr.
Winchester, VA 22601
540-662-0855

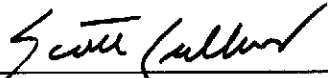
Station Chief or President
South End Fire Company
17 W. Monmouth St.
Winchester, VA 22601
540-665-0007


5. **EFFECTIVE DATE.** The terms of this agreement will become effective on July 1, 2012 and shall remain in effect for two (2) years at which time the Agreement may be expressly renewed or revised by the parties.
6. **MODIFICATION.** These written terms represent the entire agreement between the parties. Any prior or subsequent agreements which are not incorporated into

this Agreement by written addendum signed by all parties is hereby declared null and void.

7. **REVISIONS.** This agreement may be modified upon the unanimous written consent of all parties.

APPROVED BY:

 Date: 6/29/12
Fire & Rescue Chief

 Date: 7/6/2012
Friendship Volunteer Fire Company No. 1

 Date: 7/6/12
Rouss Fire Company Inc.

 Date: 7/2/12
Shawnee Volunteer Fire Department

 Date: 7/11/12
South End Fire Company

EXPENSE RECOVERY MEMORANDUM OF UNDERSTANDING

1. **Parties:** As of [effective date], the parties to this Memorandum of Understanding (“MOU”) are the County of Frederick, Virginia (the “County”), a political subdivision of Virginia, acting through its Fire and Rescue Department, the Frederick County Fire & Rescue Association (the “Association”), an unincorporated association, and the following “Participating Companies”, each of which is a Virginia corporation: [list of participating companies, with correct legal entity names] (each may be referred to individually herein as a “Participating Company”). The following “Non-Participating Companies”, each of which is a Virginia corporation, join this MOU solely for purposes of Sections 1, 4, or 6: [list of non-participating companies, with correct legal entity names] (each may be referred to individually herein as a “Non-Participating Company”). As long as a company is a “Non-Participating Company”, its consent shall not be required for amendments to this MOU, other than as to any amendment to Section 1, 4, or 6. The Participating Companies and the Non-Participating Companies are jointly referred to herein as a “Volunteer Company” or the “Volunteer Companies”.
2. **Purpose:** The purpose of this MOU is to set forth the responsibilities of the County, the Association, and the Participating Companies for operation of the “Expense Recovery Program” (also referred to herein as the “Program”), under which program the County and the Participating Companies will seek to recover certain of their expenses incurred in providing emergency medical services (“EMS”).
3. **County Responsibilities:** As part of the shared responsibility for the Expense Recovery Program, the County will:
 - A. Pay all costs, including salary and benefits, associated with the utilization of one County employee intended specifically to provide on-going administrative support for Program, and including all costs of any third-party billing services provider, with all costs under this section 3A to be subtracted and paid from the gross revenue collected under the Program, before disbursements are made to the County and to the Participating Companies.
 - B. Maintain the revenue generated from the Program in an account dedicated to expense recovery and separate from any other County revenue.
 - C. Provide a quarterly accounting related specifically to revenues and expenses associated with the Program.
 - D. Distribute to the Participating Companies, no less frequently than quarterly, net revenue received under the Program, to include 100% of billable mileage expenses, on a basis as agreed to by the County and the Participating Companies.
 - E. The County will not increase, reduce, or eliminate funding (to any amount different from what a Participating Company receives) for Non-Participating Companies.
4. **Volunteer Company Responsibilities:** As part of the shared responsibility for the Expense Recovery Program, the Volunteer Companies will:

- A. Maintain apparatus in serviceable condition to meet Virginia State Police vehicle inspection requirements and the Virginia Department of Health, Office of Emergency Medical Services regulations.
 - B. Have and follow a preventative maintenance program for all fire and rescue apparatus.
 - C. Keep maintenance records on file for all fire and rescue apparatus, to meet federal and state regulations, and make such records available for review by the County upon request.
 - D. Adhere to all Standard Operating Guidelines established by the Association as approved by the Chiefs Workgroup.
 - E. Submit an annual Capital Improvement Plan (CIP) to the County as part of the County's annual CIP process.
 - F. Maintain the revenue generated from the Program in an account dedicated to expense recovery, separate from any other revenue, and use the revenue only for purposes of covering operating and new capital expenses resulting from the provision of services for which Program revenue is received, and not for debt service.
 - G. Maintain records evidencing the use of the revenue generated from the Program, specifically evidencing the application of the revenue for purposes of covering operating and new capital expenses resulting from the provision of services for which the revenue is received.
 - H. Submit an annual financial statement to the County for audit by the County's auditor.
 - I. Not change second, third, due etc. assignments to prevent Participating Companies from responding into first due areas of Non-Participating Companies.
 - J. Complete all incident documentation in a timely fashion, i.e. within 24 hours from the time an incident is handled.
 - K. Pay, from the respective Volunteer Company's net revenue collected under the Expense Recovery Program, all costs associated with equipment and supplies used on EMS calls.
5. **Joint Responsibilities of the County and the Participating Companies:** As part of the shared responsibility for the Expense Recovery Program, the County and the Participating Companies will:
- A. Manage the Program generally and select a private "third-party" billing agency.
 - B. Pay all costs associated with the utilization of a private "third-party" billing agency, with such costs to be subtracted from the gross revenue collected under the Program, before disbursements are made to the County and to the Participating Companies.
 - C. Adhere to the practice of "soft billing", as described in the Expense Recovery Policies as set forth in the Standard Operating Guidelines.
6. **Association Responsibilities:** As part of the shared responsibility for the Expense Recovery Program, the Association will:

- A. Assist in ensuring compliance with all Standard Operating Guidelines established by the Association as approved by the Chiefs Workgroup.
- B. In the event amendments to this MOU are to be considered, the Association will act as the coordinator for the Volunteer Companies and as the representative between each Volunteer Company and the County.

7. Amendments:

- A. The County and the Volunteer Companies do not intend to modify any items listed in this MOU for a minimum of 2 years, but agree that, in the event of unforeseen circumstances, they will proceed in good faith to consider appropriate modification at such sooner time as may be necessary. The parties recognize that this MOU cannot address every procedural issue that may be encountered and they state their intention to review this MOU at least once every two years to identify appropriate amendments. This MOU may be amended only by a written document signed by all parties hereto.
- B. Should a Volunteer Company choose to opt in to become a “Participating Company” in the Expense Recovery Program or opt out from being a “Participating Company” in the Expense Recovery Program, it may only do so effective at the beginning of a fiscal year (July 1), upon 60 days advance written notice to the County and the Participating Companies and Non-Participating Companies. Opting in or opting out does not preclude a Volunteer Company from opting in or opting out for a future fiscal year.

COUNTY OF FREDERICK, VIRGINIA

By: _____

Date: _____

Title: _____

FREDERICK COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION

By: _____

Date: _____

Title: _____

STEPHENS CITY FIRE AND RESCUE COMPANY, INCORPORATED

By: _____

Date: _____

Title: _____

MIDDLETOWN VOLUNTEER FIRE AND RESCUE COMPANY, INCORPORATED

By: _____

Date: _____

Title: _____

CLEAR BROOK VOLUNTEER FIRE & RESCUE INC.

By: _____

Date: _____

Title: _____

GORE VOLUNTEER FIRE COMPANY

By: _____

Date: _____

Title: _____

ROUND HILL COMMUNITY FIRE AND RESCUE COMPANY

By: _____

Date: _____

Title: _____

GAINESBORO FIRE COMPANY

By: _____

Date: _____

Title: _____

STAR TANNERY VOLUNTEER FIRE DEPARTMENT

By: _____

Date: _____

Title: _____

GREENWOOD VOLUNTEER FIRE AND RESCUE COMPANY

By: _____

Date: _____

Title: _____

NORTH MOUNTAIN VOLUNTEER FIRE COMPANY

By: _____

Date: _____

Title: _____

REYNOLDS STORE VOLUNTEER FIRE AND RESCUE COMPANY #20

By: _____

Date: _____

Title: _____

MILLWOOD STATION VOLUNTEER FIRE AND RESCUE COMPANY 21,
INCORPORATED

By: _____

Date: _____

Title: _____

January 8, 2013

To: Finance Committee

From: Bill Ewing, Chairman

Subject: 2013-14 Budget

Once again it is time to start preparing a budget for the county. Like years in the past, we must approve a budget that provides the necessary services to a level that available resources allow. This year is no different than in the past. We are faced with more requests than available resources. The economy continues to show some signs of improvement however, without knowing what curve balls the state and federal governments will throw this year, we will again be challenged.

Last year the county imposed a four cent real estate property tax rate increase to cover mandates from the state for increased contributions to the Virginia Supplemental Retirement System. With the tax rate increase last year, I strongly recommend tax rates remain the same this year or if possible, a reduction in the rate. I am hearing requests for a reduction in the rate but we must be fiscally responsible in our actions.

We have had success in the past years using \$4.3M of our surplus funds to help balance the budget. Our current fund balance is \$23.5M which is stable enough to allow us to use an amount equal to past years to balance the proposed budget. To do this though, we would need to continue the past years policy of returning these funds by year end through realized expenditure savings and/or unanticipated revenues.

This year, I see level funding necessary until we know what the State and Federal Governments do in their allotments and mandates. Other requests need to be put on hold until we are sure what our available funding is. We do not want another situation like last year where we imposed a tax increase after the budget is adopted. I realize this happened because the state was late in mandating the VSRS adjustment. If we have any inkling that something like this is in the works this year, we need to budget a contingency amount needed to cover the costs.

There will be many requests for additional funding this year. I'm sure there will be some request important for the health and safety of the citizens. These requests will require serious consideration and funded if possible. Other requests need to be prioritized and closely evaluated for their need. Current department and agency budgets need to be closely reviewed by line item for possible savings. One change I would like for us to consider this year is the dividing of the current outside agencies group into two separate groups. One that represents agencies attached to the county (ex; Handley Library) and the other group would be those

agencies that have no direct attachment to the county (ex: Blue Ridge Legal Services). The latter group needs serious evaluation for justifying their funding.

The county employees have not had a budgeted pay increase for the past several years. They have been very cooperative and understanding that funds were not available to provide raises. We have been able to provide bonus payments for the past several years however in doing this we now have our pay scales & grades out of whack. I would like to see funds budgeted for a study to evaluate county positions and to create new pay scales and grades. If funds are available, we could set up an appropriated reserve fund for salary increases that could be distributed after the implementation of the above suggested study.

The above are my thoughts for consideration regarding this year's budget. I'm sure everyone have their own suggestions and requests so please let them be known. Funds again this year will be scarce but by working together like in the past, we will again produce a budget to meet the needs of Frederick County.

CC: Chairman & Board of Supervisors
County Administrator

Frederick County

FY 2014 Draft Budget Calendar

November 2012

- Ø Monday, November 19 – Budget packets sent to all departments and outside agencies.

December 2012

- Ø Friday, December 21 – Budget requests from departments and outside agencies due back to Finance.

January 2013

- Ø Friday, January 11- Budget requests information presented to County Administrator by Budget Analyst. Staff budget discussions.
- Ø Tuesday, January 15 – Superintendents proposed budget.
- Ø Wednesday, January 16 - Finance Committee Meeting. Present budget funding scenarios and discuss priorities.
- Ø Wednesday, January 23 – Joint budget meeting with School Board and Board of Supervisors.

February 2013

- Ø Wednesday, February 13 – County budget meeting with Finance Committee and Board of Supervisors prior to BOS meeting.
- Ø Tuesday, February 19 – School Board budget public hearing.
- Ø Wednesday, February 20 – Finance Committee budget work session.
- Ø Saturday, February 23 – General Assembly closes.
- Ø Tuesday, February 26- School Board budget work session.
- Ø Wednesday, February 27 – County budget meeting with Finance Committee and Board of Supervisors prior to BOS meeting.

March 2014

- Ø Tuesday, March 5 – School Board budget work session.
- Ø Wednesday, March 6 – Final budget work session with staff and BOS to discuss drafting of budget advertisement. (need to set time)
- Ø Wednesday, March 13 – Send budget advertisement to newspaper.
- Ø Tuesday, March 19 – School Board budget work session.
- Ø Wednesday, March 20 – Finance Committee meeting.
- Ø Wednesday, March 27 – BOS hold public hearing on budget.

April 2014

- Ø Wednesday, April 3 – Budget work session with staff and BOS to discuss public hearing and budget resolution. (need to set time)
- Ø Wednesday, April 10 – FY 2014 Budget Adoption.

Calendar only references budget adoption. Tax rate adoption dates could run parallel with budget adoption dates.

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
12/1/2012	CIRCUIT COURT	SHARED EXPENSES CIRCUIT COURT	2101	6005	000	000	4,514.56
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(4,514.56)
12/10/2012	JUVENILE AND DOMESTIC COURT	UNIFORMS & WEARING APPAREL	2105	5411	000	000	(150.00)
	JUVENILE AND DOMESTIC COURT		2105	5410	000	000	150.00
12/17/2012	SHERIFF	VEHICLE DRUG TASK FORCE	3102	5413	000	008	(17,800.00)
	SHERIFF		3102	8005	000	000	17,800.00
12/17/2012	HUMAN RESOURCES	YOS GIFTS	1203	3007	000	000	(1,500.00)
	HUMAN RESOURCES		1203	5415	000	000	1,500.00
12/18/2012	COMMISSIONER OF THE REVENUE	EDUCATION/TRAVEL	1209	3004	000	002	(1,000.00)
	COMMISSIONER OF THE REVENUE		1209	5506	000	000	1,000.00
12/18/2012	AGRICULTURE	MEMBERSHIP PA VGA	8301	5411	000	000	(30.00)
	AGRICULTURE		8301	5801	000	000	30.00
12/18/2012	COUNTY ADMINISTRATOR	NACO DUES	1201	5506	000	000	(141.00)
	COUNTY ADMINISTRATOR		1201	5801	000	000	141.00
12/19/2012	AGRICULTURE	ADDITIONAL PROGRAMS/STAFF	8301	5801	000	000	(323.00)
	AGRICULTURE		8301	5401	000	000	323.00
	AGRICULTURE		8301	9002	000	000	(511.00)
	AGRICULTURE		8301	5401	000	000	511.00
12/19/2012	TREASURER	LASERFICHE	1213	5401	000	000	(4,000.00)
	INFORMATION TECHNOLOGY	LASERFICHE-TREASURER	1220	5413	000	000	4,000.00
12/19/2012	INFORMATION TECHNOLOGY	LASERFICHE RIO UPGRADE	1220	5413	000	000	4,644.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(4,644.00)
12/20/2012	INFORMATION TECHNOLOGY	LASERFICHE-FIRE & RESCUE	1220	5413	000	000	4,000.00
	FIRE AND RESCUE		3505	5401	000	000	(4,000.00)
12/27/2012	FIRE AND RESCUE	PURCHASE BATTALION 10 VEHICLE	3505	5408	000	000	(374.00)
	FIRE AND RESCUE		3505	8005	000	000	374.00
1/4/2013	REFUSE COLLECTION	DESIGN SERVICES-GAINESBORO CONVENIENCE SITE	4203	3010	000	000	(4,500.00)
	REFUSE COLLECTION		4203	3002	000	000	4,500.00
	REFUSE COLLECTION		4203	3004	000	003	(5,000.00)
	REFUSE COLLECTION		4203	3002	000	000	5,000.00
1/7/2013	REGISTRAR	COVER DEFICIT	1302	3007	000	000	(313.00)
	REGISTRAR		1302	1003	000	000	313.00
	REGISTRAR		1302	3007	000	000	(987.00)
	REGISTRAR		1302	1005	000	000	987.00
	REGISTRAR		1302	5506	000	000	(1,315.11)
	REGISTRAR		1302	1005	000	000	1,315.11
1/7/2013	MANAGEMENT INFORMATION SYSTEMS	NEW INTERNET ACCESS FOR DAVID JARRETT	1222	5413	000	000	(750.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	5299	000	000	750.00
1/7/2013	ELECTORAL BOARD AND OFFICIALS	PAY 2013 VEBA MEMBERSHIP	1301	5401	000	000	(25.00)
	ELECTORAL BOARD AND OFFICIALS		1301	5801	000	000	25.00

County of Frederick
 General Fund
 December 31, 2012

ASSETS	FY13 <u>12/31/12</u>	FY12 <u>12/31/11</u>	Increase (Decrease)
Cash and Cash Equivalents	34,953,525.21	29,154,291.96	5,799,233.25 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	3,957,342.10	3,568,781.92	388,560.18 *B
Streetlights	1,602.28	2,129.63	(527.35)
Commonwealth, Federal, 45 day Taxes	59,909.69	52,531.59	7,378.10
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	2,221.43	2,965.30	(743.87)
GL controls (est.rev / est. exp)	<u>(10,511,141.74)</u>	<u>(5,691,766.16)</u>	<u>(4,819,375.58)</u> (1) Attached
TOTAL ASSETS	<u>29,199,953.20</u>	<u>27,825,428.47</u>	<u>1,374,524.73</u>
LIABILITIES			
Accrued Liabilities	627,362.61	625,903.79	1,458.82 *C
Performance Bonds Payable	1,549,029.89	1,570,863.78	(21,833.89)
Taxes Collected in Advance	75,669.38	94,004.51	(18,335.13)
Deferred Revenue	<u>4,019,123.36</u>	<u>3,604,148.52</u>	<u>414,974.84</u> *D
TOTAL LIABILITIES	6,271,185.24	5,894,920.60	376,264.64
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	339,976.24	200,867.71	139,108.53 (2) Attached
Conservation Easement	2,135.00	1,635.00	500.00
Peg Grant	128,354.00	82,948.40	45,405.60
Prepaid Items	949.63	949.63	0.00
Advances	734,939.23	734,939.23	0.00
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse ADA Fees	124,084.63	75,601.48	48,483.15
Historical Markers	17,221.08	17,177.73	43.35
Transportation Reserve	438,300.00	438,300.00	0.00
Animal Shelter	325,780.61	309,579.84	16,200.77
Proffers	2,305,873.65	2,240,089.10	65,784.55 (3) Attached
Economic Development Incentive	550,000.00	687.01	549,312.99 *E
Star Fort Fees	0.00	4,261.53	(4,261.53)
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>17,431,763.07</u>	<u>17,294,080.39</u>	<u>137,682.68</u> (4) Attached
TOTAL EQUITY	<u>22,928,767.96</u>	<u>21,930,507.87</u>	<u>998,260.09</u>
TOTAL LIAB. & EQUITY	<u>29,199,953.20</u>	<u>27,825,428.47</u>	<u>1,374,524.73</u>

NOTES:

- *A The cash increase reflects prior year surplus.
- *B The increase in taxes receivable was impacted by the increased real estate tax rate and on the assessments of real property and personal property.
- *C The difference is a result of employer health insurance costs being collected a month in advance.
- *D Deferred revenue includes taxes receivable, street lights, misc.charges, dog tags, and motor vehicle registration fees.
- *E The current \$550,000 represents Carneuse Lime and Stone local incentive.

BALANCE SHEET

(1) GL Controls	FY13	FY12	Inc/(Decrease)
Est.Revenue	123,110,207	121,704,147	1,406,060
Appropriations	(57,737,403)	(55,852,686)	(1,884,717)
Est.Tr.to Other fds	(76,223,922)	(71,744,095)	(4,479,826)
Encumbrances	339,976	200,868	139,109
	(10,511,142)	(5,691,767)	(4,819,375)

(2) General Fund Purchase Orders

Outstanding Balance@12/31/12

DEPARTMENT	Amount	Description
EDC	3,587.37	Luncheon-30TH Anniversary
Fire and Rescue	3,695.62	Uniforms
	3,319.46	Smoke Generator
Stephens City Fire & Rescue	5,195.00	Tile Replacement
	8,750.00	Bathroom Renovation
IT	4,500.00	Laserfiche Training
	8,143.74	Laserfiche Upgrade
Parks	4,249.00	Uniforms
	57,699.00	2013 Bus
Sheriff	38,990.90	Net Motion Software Establishes Secure Connection
	39,900.00	75 Vehicle Mounts for Computers
	6,995.00	Digital Tactical Wireless Mount
	9,584.00	Mobile Forensic Solution Kit
	2,500.00	Dare Tshirts
	76,839.68	32 Radios
	9,125.00	5 Radar Units
	2,990.00	10 Alco Sensors
	2,502.47	Gas Meter
	23,460.00	F150 4X4
	10,150.00	100 WIFI Antennas and Mounts
	17,800.00	2007 Chevrolet Colorado
Total	339,976.24	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
<u>Balance @12/31/12</u>	722,838.19	105,037.47	305,573.45	1,172,424.54	2,305,873.65

Designated Other Projects Detail

Administration	126,243.54
Bridges	43,700.00
Historic Preservation	58,000.00
Library	14,907.00
Rt.50 Trans.Imp.	10,000.00
Rt. 50 Rezoning	25,000.00
Rt. 656 & 657 Imp.	25,000.00
RT.277	162,375.00
Rt.11	250,000.00
Rt.11 North-Fort Collier-Rt.7	400,000.00
Sheriff	19,199.00
Solid Waste	12,000.00
Stop Lights	26,000.00
Total	1,172,424.54

Other Proffers@12/31/12

(4) Fund Balance Adjusted	
Beginning Balance@12/31/12	23,568,469.42
Revenue 12/12	60,524,242.48
Expenditures 12/12	(25,123,754.90)
Transfers 12/12	(41,537,193.93)
12/12 Adjusted Fund Balance	17,431,763.07

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 December 31, 2012

REVENUES:	<u>Appropriated</u>	FY13 12/31/12 <u>Actual</u>	FY12 12/31/11 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	82,285,000.00	37,811,597.08	34,910,328.26	2,901,268.82 (1)
Other local taxes	27,145,651.00	9,137,489.23	8,456,660.14	680,829.09 (2)
Permits & Privilege fees	904,250.00	595,500.51	505,994.57	89,505.94 (3)
Revenue from use of money and property	154,545.00	187,984.96	143,746.93	44,238.03 (4)
Charges for Services	2,250,180.00	1,078,318.58	1,115,582.34	(37,263.76)
Miscellaneous	749,791.85	206,273.61	201,579.96	4,693.65
Recovered Costs	746,275.00	1,344,275.34	646,544.36	697,730.98 (5)
Intergovernmental:				
Commonwealth	8,679,400.94	10,128,530.21	10,724,975.79	(596,445.58) (6)
Federal	195,112.71	34,272.96	76,502.95	(42,229.99) (7)
Transfers	0.00	0.00	0.00	0.00
TOTAL REVENUES	123,110,206.50	60,524,242.48	56,781,915.30	3,742,327.18
EXPENDITURES:				
General Administration	8,288,185.44	3,377,651.05	3,453,425.77	(75,774.72)
Judicial Administration	2,112,454.66	996,685.60	900,744.71	95,940.89
Public Safety	25,402,814.13	12,654,457.80	12,053,416.02	601,041.78
Public Works	4,373,967.73	1,765,862.58	1,643,139.45	122,723.13
Health and Welfare	7,105,292.00	3,039,414.96	3,218,992.43	(179,577.47)
Education	56,493.00	28,246.50	28,246.50	0.00
Parks, Recreation, Culture	5,261,636.92	2,424,457.72	2,448,655.96	(24,198.24)
Community Development	1,818,193.88	836,978.69	827,816.64	9,162.05
TOTAL EXPENDITURES	54,419,037.76	25,123,754.90	24,574,437.48	549,317.42 (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	79,542,286.72	41,537,193.93	37,945,428.13	3,591,765.80 (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(10,851,117.98)	(6,136,706.35)	(5,737,950.31)	398,756.04
Fund Balance per General Ledger		23,568,469.42	23,032,030.70	536,438.72
Fund Balance Adjusted to reflect Income Statement @12/31/12		17,431,763.07	17,294,080.39	137,682.68

(1)General Property Taxes	FY13	FY12	Increase/Decrease
Real Estate Taxes	21,719,785	19,985,814	1,733,971
Public Services	1,229,673	685,750	543,923
Personal Property	14,336,724	13,672,459	664,265
Penalties and Interest	389,673	383,269	6,404
Credit Card Chgs./Delinq.Advertising	(8,230)	(6,093)	(2,137)
Adm.Fees For Liens&Distress	143,972	189,127	(45,156)
	37,811,597	34,910,327	2,901,270

(2) Other Local Taxes

Local Sales & Use Tax	3,752,259.39	3,452,153.56	300,105.83
Communications Sales Tax	464,556.32	451,028.75	13,527.57
Utility Taxes	1,161,098.65	1,049,212.14	111,886.51
Business Licenses	970,828.62	827,296.58	143,532.04
Auto Rental Tax	49,559.44	54,531.77	(4,972.33)
Motor Vehicle Licenses Fees	331,473.70	352,377.14	(20,903.44)
Recordation Taxes	632,070.30	494,887.36	137,182.94
Meals Tax	1,567,666.90	1,559,174.01	8,492.89
Lodging Tax	186,132.78	194,633.04	(8,500.26)
Street Lights	17,803.96	17,372.58	431.38
Star Fort Fees	4,039.17	3,993.21	45.96
Total	9,137,489.23	8,456,660.14	680,829.09

(3)Permits&Privileges

Dog Licenses	19,958.00	25,470.00	(5,512.00)
Land Use Application Fees	7,225.00	4,318.00	2,907.00
Transfer Fees	1,219.50	1,142.10	77.40
Development Review Fees	173,862.24	60,284.00	113,578.24
Building Permits	293,129.14	287,405.74	5,723.40
2% State Fees	3,608.36	2,842.98	765.38
Electrical Permits	33,435.00	52,674.00	(19,239.00)
Plumbing Permits	5,190.00	15,745.00	(10,555.00)
Mechanical Permits	24,041.67	35,367.75	(11,326.08)
Sign Permits	2,301.60	1,430.00	871.60
Permits for Commercial Burning	275.00	25.00	250.00
Explosive Storage Permits	500.00	200.00	300.00
Blasting Permits	105.00	90.00	15.00
Land Disturbance Permits	30,300.00	18,100.00	12,200.00
Sewage Haulers Permit	-	300.00	(300.00)
Sewage Installation License	300.00	100.00	200.00
Residential Pump And Haul Fee	50.00	-	50.00
Transfer Development Rights	-	500.00	(500.00)
Total	595,500.51	505,994.57	89,505.94

(4) Revenue from use of

Money	59,220.61	115,196.10	(55,975.49)
Property	128,764.35	28,550.83	100,213.52 *1
	187,984.96	143,746.93	44,238.03

*Sale of Stephens City School(\$99,025)

(5) Recovered Costs	FY13	FY12	Increase/Decrease
Recovered Costs Treas.Office	42,577.25	42,202.57	374.68
Worker's Comp	650.00	600.00	50.00
Purchasing Card Rebate	96,305.09	93,020.92	3,284.17
Reimbursement Circuit Court	6,797.38	11,115.18	(4,317.80)
Clarke County Container Fees	30,128.81	24,188.76	5,940.05
City of Winchester Container Fees	6,646.76	5,882.71	764.05
Refuse Disposal Fees	33,142.84	23,896.60	9,246.24
Recycling Revenue	58,605.56	41,401.49	17,204.07
Fire&Rescue Merchandise (Resale)	36.10	-	36.10
Container Fees Bowman Library	685.69	709.20	(23.51)
Restitution Victim Witness	1,884.97	372.00	1,512.97
Reimb.of Expenses Gen.District Court	14,585.19	13,105.43	1,479.76
Reimb.Public Works Salaries	41,682.00	20,465.20	21,216.80
Reimb. Of Expenses J&D Court	-	2,814.15	(2,814.15)
Winchester EDC	36,000.00	36,000.00	-
Reimb.Task Force	21,961.25	24,368.52	(2,407.27)
C&P Jail	(60.00)	-	(60.00)
EDC/Recovered Costs	480.00	119.95	360.05
Sign Deposits Planning	(250.00)	-	(250.00)
Reimbursement Elections	2,125.88	4,631.59	(2,505.71)
Westminster Canterbury Lieu of Tax	12,260.55	12,260.55	-
Reimbursement Street Signs	2,147.89	-	2,147.89
Grounds Maintenance Frederick Co. Schools	58,334.86	80,101.74	(21,766.88)
Comcast PEG Grant	30,441.60	15,232.40	15,209.20
Proffer-Other	345,000.00	5,220.50	339,779.50
Fire School Programs	13,830.00	15,231.47	(1,401.47)
Proffer Sovereign Village	18,293.65	10,976.19	7,317.46
Proffer Lynnhaven	16,891.55	27,026.48	(10,134.93)
Proffer Redbud Run	77,448.00	70,994.00	6,454.00
Clerks Reimbursement to County	5,517.45	6,900.30	(1,382.85)
Village at Harvest Ridge	7,695.00	-	7,695.00
Proffer Snowden Bridge	286,968.88	45,308.44	241,660.44
Proffer Meadows Edge Racey Tract	30,216.00	-	30,216.00
Sheriff Reimbursement	44,245.14	12,398.02	31,847.12
Westbury Commons Proffer	1,000.00	-	1,000.00
Total	1,344,275.34	646,544.36	697,730.98

*1 \$330,000 Transportation Proffer from BPG Properties for Rt.11 Corridor

(6) Commonwealth Revenue	12/31/12	12/31/11	
	FY13	FY12	Increase/Decrease
Motor Vehicle Carriers Tax	34,612.37	30,284.33	4,328.04
Mobile Home Titling Tax	39,822.54	53,656.47	(13,833.93)
State PP/Reimbursement	6,526,528.18	6,526,528.18	-
Recordation Taxes	154,634.04	148,773.26	5,860.78
Shared Expenses Comm.Atty.	144,770.92	195,382.32	(50,611.40)
Shared Expenses Sheriff	754,070.18	984,898.63	(230,828.45)
Shared Expenses Comm.of Rev.	64,709.41	64,678.07	31.34
Shared Expenses Treasurer	47,391.44	60,749.23	(13,357.79)
Shared Expenses Clerk	130,640.95	170,636.70	(39,995.75)
Public Assistance Grants	1,500,519.47	1,965,928.46	(465,408.99)
Litter Control Grant	17,573.00	12,177.00	5,396.00
Emergency Services Fire Program	209,360.00	191,433.00	17,927.00
Recycling Grant	5,489.94	-	5,489.94
DMV Grant Funding	18,907.66	17,501.71	1,405.95
DCJS & Sheriff State Grants	25,073.79	25,148.78	(74.99)
JJC Grant Juvenile Justice	64,180.00	64,180.00	-
Rent/Lease Payments	113,702.63	141,185.39	(27,482.76)
Spay/Neuter Assistance-State	272.65	218.28	54.37
VDEM Grant Sheriff	223,500.00	-	223,500.00
Wireless 911 Grant	16,236.04	13,968.13	2,267.91
State Forfeited Asset Funds	6,012.25	24,573.98	(18,561.73)
VA Dept of Health Biosolids	-	5,591.12	(5,591.12)
Victim Witness-Commonwealth Office	25,055.75	25,055.75	-
Social Services VOCA Grant	3,325.00	285.00	3,040.00
F/R OEMS Reimb.	2,142.00	2,142.00	-
Total	10,128,530.21	10,724,975.79	(596,445.58) *1

*1 Timing of receipt of State revenue

County of Frederick
General Fund
December 31, 2012

(7) Federal Revenue	FY13	FY12	Increase/Decrease
Federal Forfeited Assets	182.80	16,872.76	(16,689.96)
Housing Illegal Aliens	24,595.00	23,988.00	607.00
Federal Grants Sheriff	9,495.16	35,642.19	(26,147.03)
Total	34,272.96	76,502.95	(42,229.99)

(8) Expenditures

The VRS increase and overtime pay calculations effective 7/1/12 impact the \$549,317.42 increase of FY13 expenditures. **Public Safety** was significantly affected by the \$232,994.00 increase in the County local share for the Jail. **Health and Welfare** decreased \$179,577.47 as the State Division of Social Services processes the daycare assistance programs payments electronically (this payment change was effective February 2012). Transfers increased \$3,591,765.80 in total. See chart below:

(9) Transfers increased \$3,591,765.80	FY13	FY12	Increase/Decrease
School Operating	32,274,604.34	28,747,083.14	3,527,521.20
Debt Service School	7,313,075.50	7,313,075.50	-
Shaweeland	597.36	-	597.36
Debt Service County	1,264,655.30	1,310,639.75	(45,984.45)
School Special Grants	0.00	41,499.19	(41,499.19)
NRADC	972.98	-	972.98
Operational Transfers	683,288.45	533,130.55	150,157.90
Total	41,537,193.93	37,945,428.13	3,591,765.80

*1 Includes \$1,128,002.00 Re-appropriation and the \$2,223,000.00 10/10/12 Resolution

*2 Worker's compensation refunds, and one-time employer payments

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 December 31, 2012

ASSETS	FY2013 <u>12/31/12</u>	FY2012 <u>12/31/11</u>	Increase <u>(Decrease)</u>
Cash	3,031,605.80	4,533,744.96	(1,502,139.16) *1
Accounts Receivable Other	0.00	233.35	(233.35)
GL controls(est.rev/est.exp)	<u>(884,155.35)</u>	<u>(674,768.18)</u>	<u>(209,387.17)</u>
 TOTAL ASSETS	 <u>2,147,450.45</u>	 <u>3,859,210.13</u>	 <u>(1,711,759.68)</u>
 LIABILITIES			
Accrued Operating Reserve Costs	<u>2,004,040.97</u>	<u>1,871,308.00</u>	<u>132,732.97</u>
 TOTAL LIABILITIES	 <u>2,004,040.97</u>	 <u>1,871,308.00</u>	 <u>132,732.97</u>
 EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated	131,022.72	15,003.32	116,019.40
Fund Balance	<u>12,386.76</u>	<u>1,972,898.81</u>	<u>(1,960,512.05)</u>
 TOTAL EQUITY	 <u>143,409.48</u>	 <u>1,987,902.13</u>	 <u>(1,844,492.65)</u>
 TOTAL LIABILITY & EQUITY	 <u>2,147,450.45</u>	 <u>3,859,210.13</u>	 <u>(1,711,759.68)</u>

NOTES:

*1 The cash decrease was impacted by the increase in expenditures and the fund balance decrease.

Current Unrecorded Accounts Receivable-	<u>FY2013</u>
Prisoner Billing:	33,577.00
Compensation Board Reimbursement 12/12	<u>429,552.39</u>
 Total	 463,129.39

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 12/31/12

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY2013 12/31/12 <u>Actual</u>	FY2012 12/31/11 <u>Actual</u>	YTD Actual <u>Variance</u>
Interest	-	2,819.98	4,166.47	(1,346.49)
Supervision Fees	55,399.00	19,409.00		19,409.00
Drug Testing Fees	5,506.00	2,686.46		2,686.46
Work Release Fees	499,800.00	171,071.33	173,787.55	(2,716.22)
Prisoner Fees Other Localities	0.00	0.00	0.00	0.00
Federal Bureau Of Prisons	0.00	0.00	725.00	(725.00)
Local Contributions	5,273,767.00	2,520,599.25	3,454,853.50	(934,254.25)
Miscellaneous	12,446.00	27,446.94	21,213.12	6,233.82
Phone Commissions	126,000.00	37,115.17	44,438.08	(7,322.91)
Food & Staff Reimb. Juv.Det.Ctr v.Det.Ctr.	96,000.00	39,791.08	37,767.88	2,023.20
Elec.Monitoring Part.Fees	83,767.00	28,995.05	22,399.04	6,596.01
Employee Meal Supplements	500.00	0.00	220.00	(220.00)
Share of Jail Cost Commonwealth	975,355.00	233,609.00	227,389.00	6,220.00
Medical & Health Reimb.	51,237.00	24,847.43	22,929.52	1,917.91
Sale of Salvage	0.00	0.00	0.00	0.00
Shared Expenses CFW Jail	5,003,495.00	1,720,864.72	2,149,787.94	(428,923.22)
State Grants	242,915.00	68,111.00	71,190.00	(3,079.00)
Local Offender Probation	238,888.00	62,527.00		
DOC Contract Beds	0.00	6,840.00	9,588.00	(2,748.00)
Bond Proceeds	0.00	0.00	0.00	0.00
Transfer from General Fd,	4,199,498.00	2,100,721.98	1,866,755.00	233,966.98
TOTAL REVENUES	16,864,573.00	7,067,455.39	8,107,210.10	(1,102,281.71)
EXPENDITURES:	17,879,751.07	8,733,326.26	8,159,200.45	574,125.81
Excess(Deficiency)of revenues over expenditures		(1,665,870.87)	(51,990.35)	(1,613,880.52)
FUND BALANCE PER GENERAL LEDGER		<u>1,678,257.63</u>	<u>2,024,889.16</u>	<u>(346,631.53)</u>
Fund Balance Adjusted To Reflect Income Statement@12/31/12		12,386.76	1,972,898.81	(1,960,512.05)

County of Frederick
Fund 12 Landfill
December 31, 2012

ASSETS	FY2013 12/31/12	FY2012 12/31/11	Increase (Decrease)
Cash	28,782,317.72	29,038,225.68	(255,907.96) *1
Receivables:			
Accounts Receivable			
Fees	509,674.68	521,672.38	(11,997.70) *2
Accounts Receivable Other	7,419.82	1,641.64	5,778.18
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	42,516,271.35	39,719,334.39	2,796,936.96
Accumulated Depreciation	(21,543,603.09)	(19,781,833.70)	(1,761,769.39)
GL controls(est.rev/est.exp)	<u>(4,518,353.95)</u>	<u>(4,120,908.92)</u>	<u>(397,445.03)</u>
TOTAL ASSETS	<u>45,669,726.53</u>	<u>45,294,131.47</u>	<u>375,595.06</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	134,423.76	122,588.76	11,835.00
Accrued Remediation Costs	11,653,036.50	11,545,003.93	108,032.57 *3
Retainage Payable	47,620.17	359,969.95	(312,349.78)
Deferred Revenue Misc.Charges	<u>7,419.82</u>	<u>1,641.64</u>	<u>5,778.18</u>
TOTAL LIABILITIES	<u>11,842,500.25</u>	<u>12,029,204.28</u>	<u>(186,704.03)</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	83,358.22	739,561.08	(656,202.86) *4
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated			
Fund Balance	<u>23,885,426.06</u>	<u>22,666,924.11</u>	<u>1,218,501.95</u> *5
TOTAL EQUITY	<u>33,827,226.28</u>	<u>33,264,927.19</u>	<u>562,299.09</u>
TOTAL LIABILITY AND EQUITY	<u>45,669,726.53</u>	<u>45,294,131.47</u>	<u>375,595.06</u>

NOTES:

*1 The decrease in cash was impacted by prior year increases in expenditures disbursed in the current year

*2 Receivables at 12/31/12 decreased \$11,997.70. Landfill charges for 12/12 were \$355,924.92 compared to \$372,267.53 at 12/11 for a decrease of \$16,342.61. The delinquent fees at 12/12 were \$158,760.11 compared to \$147,006.58 at 12/11 for an increase of \$11,753.53.

*3 Accrued remediation increased \$108,032.57, and includes \$104,871.00 for post closure costs and \$3,161.57 interest.

*4 Encumbrances decreased \$656,202.86. The encumbrance balance at 12/31/12 was \$83,358.22 and includes \$33,902.17 for partial capping MSW, \$300.00 for air compressor parts, \$49,156.05 for the clay borrow development; CDD cell liner, and drain development.

*5 Total fund balance increased \$1,218,501.95. The beginning fund balance was \$25,906,408.20 that includes adjusting entries, budget controls for FY13(\$2,836,732.00), (\$1,055,000.00) carry forwards of unused FY12 funds for several projects, \$1,335,682.35 for FY12 audit adjustments that include depreciation, equipment and capital projects, and the year to date revenue less expenses \$535,067.51.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 December 31, 2012

FUND 12 LANDFILL REVENUES		FY13 12/31/12	FY12 12/31/11	YTD Actual
	<u>Appropriated</u>	<u>Actual</u>	<u>Actual</u>	<u>Variance</u>
Interest Charge	0.00	3,201.39	3,515.18	(313.79)
Interest on Bank Deposits	40,000.00	20,069.78	17,984.90	2,084.88
Salvage and Surplus	0.00	73,059.50	92,713.20	(19,653.70)
Sanitary Landfill Fees	4,565,400.00	2,190,717.88	2,181,670.38	9,047.50
Charges to County	0.00	169,894.35	168,820.13	1,074.22
Charges to Winchester	0.00	48,738.80	46,981.76	1,757.04
Tire Recycling	70,000.00	49,499.64	60,752.70	(11,253.06)
Reg. Recycling Electronics	40,000.00	24,653.00	22,351.00	2,302.00
Miscellaneous	0.00	4,301.00	288.00	4,013.00
Wheel Recycling	120,000.00	0.00	100.00	(100.00)
Charges for RTOP	0.00	0.00	0.00	0.00
Renewable Energy Credits	0.00	0.00	0.00	0.00
Landfill Gas To Electricity	554,048.00	237,953.97	272,846.64	(34,892.67)
Waste Oil Recycling		10,626.49		10,626.49
State Reimbursement Tire Operation	0.00	6,120.00	0.00	6,120.00
TOTAL REVENUES	5,389,448.00	2,838,835.80	2,868,023.89	(29,188.09)
Operating Expenditures	5,195,180.00	1,516,556.29	1,529,255.20	(12,698.91)
Capital Expenditures	4,795,980.17	787,212.00	2,071,624.05	(1,284,412.05)
TOTAL Expenditures	9,991,160.17	2,303,768.29	3,600,879.25	(1,297,110.96)
Excess(deficiency)of revenue over expenditures		535,067.51	(732,855.36)	1,267,922.87
Fund Balance Per General Ledger		23,350,358.55	23,399,779.47	(49,420.92)
FUND BALANCE ADJUSTED		23,885,426.06	22,666,924.11	1,218,501.95

County of Frederick, VA
Report on Unreserved Fund Balance
January 11, 2013

Unreserved Fund Balance, Beginning of Year, July 1, 2012	29,782,513
Prior Year Funding & Carryforward Amounts	
C/F Bowman Library Parking Lot	(54,257)
Remove EDC C/F	687
C/F Fire Company Capital	(152,794)
C/F Painting (Maintenance)	(37,385)
C/F CMS Project	(36,041)
C/F Stephens City Proffer	(43,779)
C/F DARE	(2,282)
C/F Forfeited Assets	(52,525)
C/F Schools	(1,153,002)
FY12 Star Fort fees	4,262
FY12 Encumbrances	515,543
	(1,011,573)
Other Funding / Adjustments	
Carmeuse Incentive	(550,000)
Feb 2010 Snow	(58,328)
GAP Pay	(16,850)
Asst Comm Attorney position	(60,146)
Airport Capital	(24,156)
Gainesboro Conv Site	(287,500)
AS400 Lease	(21,018)
Sheriff's Dept physicals	(3,880)
Phase II Sheriff's Dept laptop project	(280,593)
Resolution	(3,900,000)
Return VJCCCA funds	(5,839)
Sheriff computer forensics	(48,875)
	(5,257,185)
Fund Balance, January 11, 2013	23,513,755