



## FLUVANNA COUNTY BOARD OF SUPERVISORS MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building  
December 6, 2017 - 4:00 pm

### TAB AGENDA ITEMS

#### 1 – CALL TO ORDER

#### 2 – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

#### 3 – ADOPTION OF AGENDA

#### 4 – COUNTY ADMINISTRATOR'S REPORT

#### 5 – PUBLIC COMMENTS #1 (5 minutes each)

#### 6 – PUBLIC HEARING

None

#### 7 – ACTION MATTERS

- A Director of Communications Position Upgrade—Eric Hess, Sheriff
- B Proposed Fluvanna County Pay Bands and Schematic List of Classes – Gail Parrish, HR Manager
- C Atlantic Technology Consultants, Inc. Contract—Cyndi Toler, Purchasing Officer
- D 1st Addendum To The Communications System Agreement For The Fluvanna Public Safety Emergency Communications Radio System For Maintenance Services—Cyndi Toler, Purchasing Officer
- E Approval of the Surety for Fox Hollow Streets for VDOT Acceptance – Jason Stewart, Planning/Zoning Administrator

#### 8 – PRESENTATIONS (normally not to exceed 10 minutes each)

- F Population Projections Presentation – Hamilton Lombard, Research Specialist, Demographics Research Group, Weldon Cooper Center for Public Service
- G CARE Task Force Report – Steve Nichols, County Administrator, and Task Force Members
- H FY17 4th Quarter Budget Report—Mary Anna Twisdale, Management Analyst
- I FY18 1st Quarter Budget Report—Mary Anna Twisdale, Management Analyst

#### 9 – CONSENT AGENDA

- J Minutes of November 1, 2017 – Kelly Harris, Clerk to the Board
- K Open Space Contract Application (Barber)—Andrew M. (Mel) Sheridan, Commissioner of the Revenue
- L VDOT Secondary Street Acceptance Request – Fox Hollow Phase 3– Jason Stewart, Planning/Zoning Administrator
- M FCPS FY18 Title IV Part A- Student Support and Academic Enrichment Grant—Brenda Gilliam, Executive Director for Instruction and Finance
- Mc Ratification of Sale of Former Cunningham School – Eric Dahl, DCA/Finance Director

#### 10 – UNFINISHED BUSINESS

TBD

*Fluvanna County...The heart of Virginia and your gateway to the future!*

*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.  
For Persons with Disabilities – If you have special needs, please contact the County Administrator's Office at 591-1910.*

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**11 – NEW BUSINESS**

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BOS Chair Rotation and Decorum – Mozell Booker, Vice Chair/Fork Union Supervisor

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**12 – PUBLIC COMMENTS #2** (5 minutes each)

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**RECESS AND RECONVENE IN THE MORRIS ROOM**

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**CALL TO ORDER**

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**FY19 PRELIMINARY BUDGET DISCUSSION**

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FY19 Preliminary Budget Discussion – Steve Nichols, County Administrator, Eric Dahl, DCA/Finance Director, and Mary Anna Twisdale, Management Analyst

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**13 – CLOSED MEETING**

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TBD

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**14 – ADJOURN**

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Digitally signed by Steven M.  
Nichols  
Date: 2017.11.30 12:02:08 -05'00'

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County Administrator Review

*Fluvanna County...The heart of Virginia and your gateway to the future!*

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## **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.

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## **ORDER**

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

## **PUBLIC HEARING RULES OF PROCEDURE**

1. PURPOSE
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
  - Speakers should approach the lectern so they may be visible and audible to the Board.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Board.
  - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.

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# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS Packet 2017-12-06 p.1/393  
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Palmyra, VA 22963  
(434) 591-1910  
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## 2016-2017 STRATEGIC INITIATIVES AND ACTIONS

### Strategic Initiative A -- SERVICE DELIVERY

- A1** - Create a local Broadband Task Force to: assess our current status county-wide, determine our gaps and needs, develop alternatives and options for improvement, and to identify potential funding sources for broadband expansion.
- A2** - Perform Process Improvement Review of Planning and Zoning Processes.
- A3** - Perform Process Improvement Review of Building Inspection Processes.
- A4** - Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
- A5** - Update, format, and improve web-accessibility of all County Personnel Policies.
- A6** - Create Fluvanna County Data Website Dashboard with key metrics.
- A7** - Perform a comprehensive review and update of all ordinances, rules, policies, and practices relating to junk cars, trash and litter, waste tires, condemnation of structures, etc.
- A8** - Create an improved system for managing and tracking of SUPs and Subdivisions (Bond status, project status, etc.).

### Strategic Initiative B -- COMMUNICATION

- B1** - Create a Community Impact Awards Program.
- B2** - Hold an Elected Official Breakfast for our State Representatives in Spring 2016
- B3** - Collect and analyze the results of the local Business Climate Survey.
- B4** - Hold a Local Business Forum - Subtitle: "The Future of Fluvanna's 250 Corridor"
- B5** - Create a local Business Support Action Plan.
- B6** - Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
- B7** - Expand County Website to receive, answer, and post questions from residents.
- B8** - Improve communication and collaboration with the School Board to improve understanding of school system funding needs and better plan future budgets.
- B9** - Create a brief, easy to understand tax impact message showing Fluvanna advantages for both residential and business.

### Strategic Initiative C -- PROJECT MANAGEMENT

- C1** - Investigate the use of Technology or other types of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development aims.
- C2** - Create a County-wide overlay map showing utilities and other key features that support business growth and development.
- C3** - Investigate all options for GIS system delivery and management to support needs of all County departments.
- C4** - Develop and adopt a Fluvanna County Master Water and Sewer Service Plan and implementation schedule.
- C5** - Successfully oversee and manage Fluvanna County aspects of the James River Water project.



- C6** - Finalize locations and fund installation of Fire Hydrants in the Columbia District along the route of the Louisa County Water Authority raw water pipeline.
- C7** - Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
- C8** - Successfully oversee and manage the County's E911 Emergency Communications System Project.
- C9** - Proceed with the Pleasant Grove Farm Museum design.
- C10** - Investigate opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.

#### **Strategic Initiative D -- ECONOMIC DEVELOPMENT AND TOURISM**

- D1** - Create EDTAC - Economic Development and Tourism Advisory Council.
- D2** - Plan for Fluvanna County activities to celebrate the Virginia Business Appreciation Month in May 2016.
- D3** - Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
- D4** - Create separate Tourism and Business information pages for the County website.
- D5** - Create a Fluvanna County "triangle" tourism brochure describing a Monticello, Pleasant Grove House & Museum, Old Stone Jail, Historic Courthouse, and Montpelier history and tourism route.
- D6** - Create a "Faces and Places of Fluvanna" Poster and Rack Card to market Fluvanna County as a destination for tourism and recreational activities.
- D7** - Create a "New Residents Guide" package for distribution to local Real Estate agents.
- D8** - Develop a "This is Fluvanna County" video message to be shared with county citizens and businesses as well as use with county economic development initiatives.
- D9** - Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.
- D10** - Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities in Fluvanna (e.g., Crofton Park, LMOA river access areas, Town of Columbia flood plain/potential park, etc.).
- D11** - Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.

#### **Strategic Initiative E -- FINANCIAL STEWARDSHIP AND EFFICIENCY**

- E1** - Identify all sources of revenue the county can use to finance local government programs and services and determine which sources Fluvanna County should utilize.
- E2** - Investigate creation of a "Capital Depreciation Fund" that would be funded within the tax rate each fiscal year to save for future capital needs.
- E3** - Update, format, and improve web-accessibility of all County Financial Policies.
- E4** - Review, update, and approve new Fluvanna County Proffer Guidelines.
- E5** - Reduce the County's reliance on creating and mailing paper checks for payments and to implement ACH/EFT transaction options.
- E6** - Research and provide samples of Monthly Treasurer Report options and formats so that the Board can decide what they would like to see on a recurrent basis (e.g., what reports are provided in other counties?). Create report for inclusion in Board package each month, as well as a quarterly in-person briefing on the data.

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB A

<b>MEETING DATE:</b>	December 6, 2017				
<b>AGENDA TITLE:</b>	Director of Communications Position Upgrade				
<b>MOTION(s):</b>	<p><b>I move that the Board of Supervisors approve the updated Director of Communications position description and reclassify the position to band 19.</b></p> <p><b>I move to approve the annual salary for Michael Grandstaff, Director of Communications, from \$53,820 to \$59,500 effective December 24, 2017 to accommodate for the additional job functions.</b></p>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Eric Hess, Sheriff				
<b>PRESENTER(S):</b>	Eric Hess, Sheriff				
<b>RECOMMENDATION:</b>	approve				
<b>TIMING:</b>	Effective December 24, 2017				
<b>DISCUSSION:</b>	<p>Since January, 2016, the Director of Communications' position has evolved in order for the Sheriff's Office to meet state regulations as well as technological advancements. Michael Grandstaff, the current Director of Communications has developed and taken on the responsibilities of four critically new functions while efficiently maintaining all of the regular duties assigned to the Director of Communications.</p> <p>The new functions that have become permanently assigned to the Director's position are:</p> <ul style="list-style-type: none"> <li>• Officer of Infection Control</li> <li>• Radio System Manager</li> <li>• CAD System Administrator</li> <li>• Everbridge System Administrator</li> </ul> <p>The attached job description gives the specific details of these new functions. After reviewing the new job description, Human Resources has recommended a new pay band classification from band 18 to 19 and a salary increase for Mr. Grandstaff from \$53,820 to \$59,500 annually.</p> <p>We are requesting that Mr. Grandstaff receive the \$5,680 annual increase in place of the Board approved budgeted increase of \$1,076.40 that goes into effect on December 24, 2017. The additional \$4,604 would compensate for the additional duties that Mr. Grandstaff has been performing.</p>				

<b>FISCAL IMPACT:</b>	For remainder of FY18 \$2,686 and FY19 \$4,604 annually				
<b>POLICY IMPACT:</b>	Additional duties for the position of Director of Communications in order to meet regulatory requirements.				
<b>LEGISLATIVE HISTORY:</b>	n/s				
<b>ENCLOSURES:</b>	Director of Communications Position Description				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
				X	COAD



Fluvanna County, Virginia  
Department of Administration  
Job Description

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**Director of Communications – Class #6291**

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**FLSA Status:** Non-Exempt/Exempt  
**Pay Grade:** Pay Grade ~~18~~-19  
**Job Title ID:** Director of Communications  
**Reports To:** Sheriff Eric B. Hess

**Summary**

The Director of Communications manages the day to day operations of the Emergency Communications Center by ensuring proper staffing and equipment functionality. The Director also manages the entire public safety radio system and the Sheriff's Office CAD/RMS System. He/she manages the E911 budget and makes contract suggestions to the Sheriff. The Director coordinates all IT related work within the Sheriff's Office and manages the wireless phone account. He/she works/coordinates with vendors of all types including but not limited to radio, phone, GIS, and VSP to ensure all equipment remains in proper working order. The Director ensures that all E911 road signs are installed/replaced as needed and new E911 address markers are placed after building permits are issued.

**Essential Functions**

Overseeing the daily operations of the Emergency Communications Center participating in receiving, classifying, processing and dispatching all emergency and non-emergency calls for service utilizing computer-aided dispatch and other computer related systems; assisting the public with informational requests and performing data entry. (The following lists of items are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

- Supervises and participates in the operation of radios, telecommunications equipment, recording devices, computer terminals, and record procedures. Receives emergency and non-emergency calls, determines location and nature of calls and dispatches appropriate personnel and equipment.
- Prepares annual budget and monitors expenditures.
- Develops and implements communications procedures and dispatching policies; verifies effectiveness; analyzes practiced measures; makes changes if necessary.
- Develops and promotes E-911 public educational materials applicable to all ages.
- Develops packages, solicits for and reviews bids; recommends awards of contract and supervises implementation of E-911 mapping system, installation of house numbers and street signs.
- Inspect road sign hardware for maintenance; issues repair orders to appropriate providers.
- Establishes need for and type of equipment required for operation of the emergency 911-communication system.
- Investigates the availability of acceptable hardware/software packages that will meet the requirements of the intended service area; solicit for and review bids; offer recommendations for award of contract.
- Establishes and maintains close contact with support personnel before, during and after system installation.
- Troubleshoots, repairs or requests service for department on/off site equipment malfunctions.
- Reviews reports and files prepared by Communication Officers for completeness and accuracy; reviews and updates dispatching protocols and procedures.
- Operates teletype terminals on NCIC/VCIN Networks, monitors usage and validates entries.
- Serves as Communication Officer when required.

### Additional Duties assigned January 1, 2016

- **Designated Officer for Infection Control**

- Assures quality of care of patients (Arrestee) and department members.
- Serves as a liaison between the medical facilities, medical examiner, and Public Health Officer.
- Assists the department in insuring compliance with Federal, State, and local laws/regulations.
- Develops and institutes a comprehensive program for exposure notification and medical follow-up.
- Monitors compliance with the department's infection control practices/procedures.
- Maintains the department's Exposure Control Plan to include TB control.
- Works with Administration, Risk Management, and Safety on infection control related compliance issues.

### Additional Duties assigned September 14, 2017

- **Radio system manager:**

- Oversee all aspects of the County owned VHF Digital Trunked TDMA Simulcast radio system.
- Ensure timely response/repair work is performed when issues with system arise. (Will be first call for all system related problems and decide repair call out options as needed)
- Provide end-user training for the system as required
- Add/Remove subscribers from the system
- Assist with maintenance contract negotiations
- Ensure annual/bi-annual maintenance is completed at scheduled times.
- Attend Motorola MTUG committee meetings bi-annual
- Work with neighboring jurisdictions to put SOP's and MOU's in place for future growth of the system and interoperability.

- **CAD system administrator:**

- Be the agency's main SAA (Spillman Application Administrator) – who must be certified with Spillman after go-live.
- Be in-house go-to person for all technical related issues with the Spillman software and have the ability to address all problems relating to hardware, software, or operating system no directly associated with Spillman Software.
- Attend annual training to stay up-to-date with all new releases and software upgrades.
- Be main point of contact for upgrades and problem reporting with Spillman Technical Support Team.
- Be liaison between Sheriff's Office and Fire-Rescue agencies in regard to CAD Mobile and response zone planning

- **Everbridge system administrator:**

- Be main point of contact for the Counties citizen alert system.
- Provide training to all other end users of the system.
- Maintain database and citizen signup portal and assist citizens as needed with signup questions and issues.
- Coordinate with Command Staff in establishing protocol for when alerts will be sent.
- Authorize needed individuals after proper training to launch alerts within the software.

### Required Knowledge, Skills and Abilities

Thorough knowledge of the methods of operating the communications system; thorough knowledge of radio and teletype procedures; thorough knowledge of the geography of the county and location of important buildings; ability to type at a reasonable rate of speed; ability to speak distinctly; ability to operate all communications equipment; ability to solve problems within scope of responsibility; ability to deal courteously with the general public under stressful conditions; ability to supervise the work of subordinate personnel; ability to establish and maintain effective working relationships with associates and the general public.

### **Acceptable Education, Experience, and Training**

- At least three (3) years of experience in an E911 center involving emergency response dispatching, answering telephones and/or data entry.
- Must have an impeccable work record.
- Education and experience must be an equivalent to a high school diploma or GED.
- Must possess a valid Virginia's Driver's License.
- Must successfully complete criminal history background investigation, including fingerprinting, to indicate no felony convictions, and no serious misdemeanor convictions. All convictions shall be reviewed on a case-by case basis.
- Superior knowledge of all working systems within the E911 Center including but not limited to: Radio systems, E911 phone system, CAD system.
- Successfully complete Communications Supervisor training within six months of assuming position.
- Successfully complete ICS 100, 200, 300, 700, 800 within one year of assuming position.
- No infractions resulting in serious disciplinary action (i.e. Suspension) within the last 24 months.
- Successfully complete DCJS Basic Communications Training, and General Instructor School.
- Any combination of education and experience equivalent to 5 year's relevant experience in Emergency Communications or related field.

### **Preferred Qualifications**

- Thorough knowledge of radio systems and management
- Background in Information Technology
- Background in annual budget process and review

### **Working Conditions and Physical Requirements**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communication and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **Special Requirements**

Possession of Communications Officer certification within one year of employment. Possession of or ability to obtain VCIN certification within six months of employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Must successfully complete any Federal Emergency Management Agency's ICS based courses, as required.

Must have a valid Virginia Driver's License

### **Post Offer Requirements**

- Background check

<b>Recommended by:</b>	<b>Approved as to form:</b>	<b>Approved:</b>
Department Head                      Date	Human Resources Manager      Date	County Administrator              Date

Approved by Board of Supervisors on \_\_\_\_\_

# FLUVANNA COUNTY BOARD OF SUPERVISORS

## AGENDA ITEM STAFF REPORT

TAB B

MEETING DATE:	December 6, 2017				
AGENDA TITLE:	Proposed Fluvanna County Pay Bands and Schematic List of Classes				
MOTION(s):	<p>I move the Board of Supervisors approve the proposed Fluvanna County Pay Bands and Schematic List of Classes as presented.</p> <p>I move the Board of Supervisors approve salary adjustments for the Fulltime Deputy Treasures I's and Part Time/Temp Library Clerks that are being paid below the approved band's minimum as of the first payroll in FY19.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Gail Parrish, HR Manager				
PRESENTER(S):	Gail Parrish, HR Manager				
RECOMMENDATION:	Approve				
TIMING:					
DISCUSSION:	<p>A pay bands' salary range is the range of pay established to pay employees for performing particular jobs and/or functions. Pay bands have a minimum pay rate, a maximum pay rate, and a mid-range allowing for opportunities for pay increases for employees.</p> <p>The pay band's salary range is determined by market pay rates for people doing similar work in similar industries in the same region of the country. Determining the range is also affected by additional demographic and cost of living factors, the number of people available to perform a specific job in the region, competition for employees with the needed skills and education, and the availability of jobs.</p> <p>Pay rates and pay bands are also set up to recognize the level of education, knowledge, skill, and experience needed to perform each job. The salary range within the pay band allows career development and pay increases without promotion at each level, and the percentage of increase the organization will offer an employee for performing the job functions.</p> <p>The ranges should also be set with long term projected amounts within the existing range to allow the employees to move up within their position's pay bands while performing their job functions and gaining experience in performing their job functions.</p> <p>Prior to my appointment as Human Resources Manager, due to several different factors, employees received little, if any, increases in pay and when employees received increases, the bands' salary ranges were also adjusted upward by the same percentage amount, not</p>				



	<p>allowing the employees to move up within the pay band salary range. The different factors used in determining a pay band's salary range were lost due to these adjustments. Over the past 5 years, I have been slowly adjusting the pay bands and the schematic list of classes, or positions. The goal of the adjustments were to meet the factors used to establish effective pay bands to set and rank jobs by experience, education, and responsibility within the County, as well as the other outside market factors involved in classify jobs and establishing reasonably competitive pay bands and salaries. The past 5 years' budget salary adjustments were also used to adjust the Fluvanna County employees' salaries to be within the appropriate location along the pay band's range.</p> <p>Every year the market factors need to be considered for each position; as well as any significant changes in job functions or market factors to determine if the position appropriately classified and assigned to the correct pay band. However, unless there are significant changes in the market factors, the pay bands' salary ranges should not be adjusted every year.</p> <p>Although this year's proposed Pay Bands and Schematic list of classes include several adjustments and positions being moved to different pay bands, the proposed better aligns the factors used to determine the pay bands, as well as the classification for each position in the current market for Fluvanna County's positions.</p> <p>The new positions proposed are positions that the Constitutional Officers/Department Heads will be proposing during the FY19 budget and any changes or requests of salary increases would be presented for consideration during the budget process.</p> <p>If the proposed pay bands' salary ranges and schematic list of classes is approved, the following positions have employees that are currently being paid below the minimum of the proposed pay band's salary range, after the approved January FY18 2% increases:</p> <ul style="list-style-type: none"> <li>2 – FT Deputy Treasurer I positions. Are currently \$0.29 per hour or \$2,119 annually less than the proposed minimum salary. An Annual total of \$4,238 increase to the FY19 annual budget.</li> <li>6 – PT/Temp Library Clerk positions. Are currently \$0.66 to \$1.12 per hour less than the proposed minimum salary for employees who average 250 hours per year. An Annual total of \$1,335 increase to the FY19 annual budget.</li> </ul> <p>I would recommend adjusting these employee's in July for the FY19 salaries to meet the minimum of the pay bands for their positions.</p>				
<b>FISCAL IMPACT:</b>	FY19 Budgeted salaries: \$5,573 + fringes \$945 = Total FY19 Increase of \$6,518				
<b>POLICY IMPACT:</b>	n/a				
<b>LEGISLATIVE HISTORY:</b>	n/a				
<b>ENCLOSURES:</b>	Proposed Pay Bands Chart Proposed Schematic List of Classes Presentation				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
				X	County Leaders

**FY18 PROPOSED SALARY SCHEDULE - PROPOSED Ver12**

Fluvanna County, Virginia

Annual Full-Time Salaries and Hourly Rates (based on 2080 hours per year)

Pay Band	Minimum	Mid-Range	Maximum
<b>1</b>	\$19,000 9.13	\$22,800 10.96	\$26,600 12.79
<b>2</b>	\$20,045 9.64	\$24,054 11.56	\$28,063 13.49
<b>3</b>	\$21,147 10.17	\$26,000 12.50	\$29,606 14.23
<b>4</b>	\$22,311 10.73	\$26,773 12.87	\$31,235 15.02
<b>5</b>	\$23,538 11.32	\$28,246 13.58	\$32,953 15.84
<b>6</b>	\$24,832 11.94	\$29,798 14.33	\$34,765 16.71
<b>7</b>	\$26,198 12.60	\$31,438 15.11	\$36,677 17.63
<b>8</b>	\$27,639 13.29	\$33,167 15.95	\$38,695 18.60
<b>9</b>	\$29,159 14.02	\$34,991 16.82	\$40,823 19.63
<b>10</b>	\$30,763 14.79	\$36,916 17.75	\$43,068 20.71
<b>11</b>	\$32,455 15.60	\$38,946 18.72	\$45,437 21.84
<b>12</b>	\$34,240 16.46	\$41,088 19.75	\$47,936 23.05
<b>13</b>	\$36,123 17.37	\$43,348 20.84	\$50,572 24.31
<b>14</b>	\$38,110 18.32	\$45,732 21.99	\$53,354 25.65
<b>15</b>	\$40,206 19.33	\$48,247 23.20	\$56,288 27.06
<b>16</b>	\$42,417 20.39	\$50,900 24.47	\$59,384 28.55

Pay Band	Minimum	Mid-Range	Maximum
<b>17</b>	\$44,962 21.62	\$53,954 25.94	\$62,947 30.26
<b>18</b>	\$47,660 22.91	\$57,192 27.50	\$66,724 32.08
<b>19</b>	\$50,519 24.29	\$60,623 29.15	\$70,727 34.00
<b>20</b>	\$53,551 25.75	\$64,261 30.89	\$74,971 36.04
<b>21</b>	\$56,764 27.29	\$68,117 32.75	\$79,470 38.21
<b>22</b>	\$60,169 28.93	\$72,203 34.71	\$84,237 40.50
<b>23</b>	\$63,780 30.66	\$76,536 36.80	\$89,292 42.93
<b>24</b>	\$67,606 32.50	\$81,127 39.00	\$94,648 45.50
<b>25</b>	\$71,663 34.45	\$85,996 41.34	\$100,328 48.23
<b>26</b>	\$75,962 36.52	\$91,154 43.82	\$106,347 51.13
<b>27</b>	\$80,520 38.71	\$96,624 46.45	\$112,728 54.20
<b>28</b>	\$85,351 41.03	\$102,421 49.24	\$119,491 57.45
<b>29</b>	\$90,473 43.50	\$108,568 52.20	\$126,662 60.90
<b>30</b>	\$95,901 46.11	\$115,081 55.33	\$134,261 64.55
<b>31</b>	\$101,655 48.87	\$121,986 58.65	\$142,317 68.42

Spec. Seasonal Time Keepers \$16.00 per game

Spec. Seasonal Referees \$28.00 per game

**FY18 SCHEMATIC LIST OF CLASSES - PROPOSED Ver12**

Approved: June 7, 2017

**Proposed : December 6, 2017**

Fluvanna County, Virginia

			Annual FT Salaries / Hourly Rates			Proposed Annual FT Salaries / Hourly Rates		
Pay Band	Class Code	Position Title	Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
<b>NON-EXEMPT POSITIONS</b>						<b>NON-EXEMPT POSITIONS</b>		
<b>1</b>			\$19,240	\$22,496	\$25,752	<b>\$19,000</b>	\$22,800	\$26,600
<b>To 4</b>	<b>8871</b>	<b>Library Aid, PT/Temp</b>	\$9.25	\$10.82	\$12.38	\$9.13	\$10.96	\$12.79
<b>2</b>			\$19,760	\$23,589	\$27,417	\$20,045	\$24,054	\$28,063
<b>To 5</b>	<b>1450</b>	<b>Clerk, PT/Temp</b>	\$9.50	\$11.34	\$13.18	\$9.64	\$11.56	\$13.49
<b>To 5</b>	<b>1612</b>	<b>Registrar Assistant, PT/Temp</b>						
<b>3</b>			\$20,800	\$24,995	\$29,190	\$21,147	\$25,377	\$29,606
<b>REMOVE</b>	<b>3161</b>	<b>Grounds Worker, PT/Temp</b>	\$10.00	\$12.02	\$14.03	\$10.17	\$12.20	\$14.23
<b>To 7</b>	<b>8851</b>	<b>Library Assistant, PT/Temp</b>						
<b>4</b>			\$21,320	\$26,208	\$31,096	\$22,311	\$26,773	\$31,235
<b>To 5</b>	<b>4131</b>	<b>Facilities Assistant/Temp</b>	\$10.25	\$12.60	\$14.95	\$10.73	\$12.87	\$15.02
<b>From 1</b>	<b>8871</b>	<b>Library Aid, PT/Temp</b>						
<b>5</b>			\$22,360	\$27,735	\$33,110	\$23,538	\$28,245	\$32,953
<b>From 2</b>	<b>1450</b>	<b>Clerk, PT/Temp</b>	\$10.75	\$13.33	\$15.92	\$11.32	\$13.58	\$15.84
<b>From 2</b>	<b>1612</b>	<b>Registrar Assistant, PT/Temp</b>						
	<b>3461</b>	<b>Convenience Ctr Worker, PT/Temp</b>						
<b>From 4</b>	<b>4131</b>	<b>Facilities Assistant/Temp</b>						
<b>From 1</b>	<b>8851</b>	<b>Library Assistant, PT/Temp</b>						
	<b>9999</b>	<b>Camp Counselor, Seasonal</b>						
<b>6</b>			\$24,960	\$30,119	\$35,278	\$24,832	\$29,799	\$34,765
<b>REMOVE</b>	<b>3431</b>	<b>Convenience Center Manager</b>	\$12.00	\$14.48	\$16.96	\$11.94	\$14.33	\$16.71
	<b>4132</b>	<b>Museum Attendant (PT)</b>						
<b>REMOVE</b>	<b>6111</b>	<b>Records Administrator</b>						
<b>REMOVE</b>	<b>6112</b>	<b>Receptionist, PT/Temp</b>						

Pay Band	Class Code	Position Title	Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
7			\$25,584	\$31,570	\$37,555	\$26,198	\$31,438	\$36,677
			\$12.30	\$15.18	\$18.06	\$12.60	\$15.11	\$17.63
	1611	Assistant Registrar						
	3150	Facilities Maintenance Worker						
	3171	Grounds Maintenance Worker I						
Correct Title	8831	<del>Library Clerk</del> Library Assistant, FT & PT						
8			\$26,208	\$33,108	\$40,008	\$27,639	\$33,167	\$38,694
			\$12.60	\$15.92	\$19.23	\$13.29	\$15.95	\$18.60
	3172	Grounds Maintenance Worker II						
	4111	Recreation Program Specialist						
9			\$27,040	\$34,827	\$42,614	\$29,159	\$34,991	\$40,823
			\$13.00	\$16.74	\$20.49	\$14.02	\$16.82	\$19.63
	1123	Admin. Program Support Assistant, PT/Temp						
	1411	Deputy Treasurer I						
	1521	Deputy Commissioner I						
	1811	Deputy Clerk I						
	2011	Program Support Assistant - Building Inspections						
	3611	Utilities System Operator - Trainee						
New	4112	Active Seniors & Therapeutic Recreation Coordinator						
To 11	6211	<del>Communications Officer (911 Center)</del>	#6211 - Annual w/ schedule OT			#6211 - Annual w/ schedule OT		
To 11	6221	<del>Communications Officer, PT Temp (911 Center)</del>	0.00	0.00	0.00	0.00	0.00	0.00
10			\$31,200	\$38,287	\$45,373	\$30,763	\$36,915	\$43,068
			\$15.00	\$18.41	\$21.81	\$14.79	\$17.75	\$20.71
	1022	Senior Program Support Assistant - Planning						
	1051	Senior Program Support Assistant - Public Works						
REMOVE	1023	<del>Secretary/Receptionist</del>						
	1420	Deputy Treasurer II						
	1531	Deputy Commissioner II - IT Specialist						
	1531	Deputy Commissioner II						
	1821	Deputy Clerk II						
	3151	Maintenance Technician						
	3152	Grounds Maintenance Technician						
	3180	Facilities Maintenance Technician						

Pay Band	Class Code	Position Title	Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
11			\$32,240	\$40,285	\$48,329	\$32,455	\$38,946	\$45,437
			\$15.50	\$19.37	\$23.24	\$15.60	\$18.72	\$21.84
	1051	Administrative Program Specialist (P&R; PW)						
	1052	Administrative Assistant - Sheriff						
	1053	Administrative Assistant - Commonwealth's Atty						
	1321	Financial Services Technician						
	1511	Deputy Commissioner III - Mapping Technician						
	1430	Deputy Treasurer III						
	1831	Deputy Clerk III						
	3531	Utilities System Operator						
	4113	Recreation Programs & Special Events Coordinator						
New	4114	Athletics & Special Events Coordinator				#6211 - Annual w/ scheduled OT		
New	6211	Communications Officer (911 Center)				\$35,700	\$42,840	\$49,980
From 9	6221	Communications Officer, PT Temp (911 Center)				\$15.60	\$18.72	\$21.84
From 9	6251	Communications Supervisor (911 Center)						
To 13								
12			\$34,736	\$43,099	\$51,461	\$34,240	\$41,088	\$47,936
			\$16.70	\$20.72	\$24.74	\$16.46	\$19.75	\$23.05
	3181	Facilities Maintenance Specialist						
	3371	Grounds Supervisor						
	3391	Buildings Supervisor						
	3631	Utilities Specialist						
New	4115	Recreation Amenities Manager						
New	6212	Communications Team Lead						
REMOVE	4151	Programs Supervisor						
to 14	6281	Operations Coordinator (911 Center)						
REMOVE	6512	Accreditation Manager, PT						
13			\$37,440	\$46,126	\$54,811	\$36,123	\$43,348	\$50,572
			\$18.00	\$22.18	\$26.35	\$17.37	\$20.84	\$24.31
	1081	Paralegal/Legal Assistant						
	1330	Financial Services Specialist						
	2111	Codes Inspector - Code Enforcement Officer	#6511; 84 HR PER PAY MINIMUM			#6511; 84 HR PER PAY MINIMUM		
	3431	Convenience Center Manager - Recycle Coord.	Non-LEO Cert	LEO Cert		Non-LEO Cert Min.	LEO Cert Min.	
	New title	6511 Deputy Sheriff I ; Not LEO Cert. or LEO Cert. w/no other certs or specialties	\$37,440	\$39,312		\$36,123	\$37,929	
		- 84 hr per pay period positions/ OT at 86 hrs	\$17.14	\$18.00		\$16.54	\$17.37	
	From 11	6251 Communications Supervisor (911 Center)						

Pay Band	Class Code	Position Title	Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
14			\$40,040	\$48,741	\$59,260	\$38,110	\$45,732	\$53,354
			\$19.25	\$23.43	\$28.49	\$18.32	\$21.99	\$25.65
	2211	Codes Inspector - Building & Site Inspector						
	2350	Planner						
	6512	Deputy Sheriff II (LEO + 1 other Certification/Specialty)				\$38,591	\$46,309	\$54,028
New from 12 to 16	6551	Deputy Sheriff - Investigator I				\$17.67	\$21.20	\$24.74
	6281	Communications Operations Coordinator (911 Center)						
	<del>1351</del>	<del>CSA Coordinator</del>						
15			\$41,642	\$51,905	\$62,169	\$40,206	\$48,247	\$56,288
			\$20.02	\$24.95	\$29.89	\$19.33	\$23.20	\$27.06
	1122	IT Systems Technician						
	2112	Codes Inspector - E&SC Plans Reviewer						
	6513	Deputy Sheriff IIIw/ LEO + 2 or more other Certs/Spcty				\$40,206	\$48,247	\$56,288
	6552	Deputy Sheriff Investigator II w/ 1 or > other Certs/Spcty				\$18.41	\$22.09	\$25.77
	<del>1381</del>	<del>Purchasing Officer</del>						
	<del>1711</del>	<del>Victim/Witness Manager</del>						
	<del>3550</del>	<del>Water System Supervisor</del>						
	<del>6572</del>	<del>Deputy Sheriff - Sergeant of Investigations</del>						
16			\$45,024	\$51,905	\$66,198	\$42,417	\$50,900	\$59,384
			\$21.65	\$24.95	\$31.83	\$20.39	\$24.47	\$28.55
	1351	CSA Coordinator						
	1381	Purchasing Officer						
	2351	Senior Planner						
From 14 From 15 To 18	6571	Deputy Sheriff - Sergeant				\$42,417	\$50,900	\$59,384
	<del>6591</del>	<del>Deputy Sheriff - Lieutenant</del>				\$19.42	\$23.31	\$27.19
17	Non-Exempt					\$44,962	\$53,954	\$62,947
						\$21.62	\$25.94	\$30.26
	3550	Water System Manager						
	3670	Project Manager, PT/Temp						
From 15	6572	Deputy Sheriff - Sergeant of Investigations				\$44,962	\$53,954	\$62,947
						\$20.59	\$24.70	\$28.82
18	Non-Exempt					\$47,660	\$57,192	\$66,724
						\$22.91	\$27.50	\$32.08
19	Non-Exempt					\$50,519	\$60,623	\$70,727
						\$24.29	\$29.15	\$34.00
	6591	Deputy Sheriff - Lieutenant				\$50,519	\$60,623	\$70,727
From 16						\$23.13	\$27.76	\$32.38

Pay Band	Class Code	Position Title	Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
EXEMPT POSITIONS						EXEMPT POSITIONS		
<b>17</b>			\$47,476 \$22.83	\$58,994 \$28.36	\$70,512 \$33.90	\$44,962 \$21.62	\$57,796 \$27.79	\$62,947 \$30.26
	1091	Executive Assistant / Clerk to the Board						
	1451	Chief Deputy Treasurer						
	1551	Chief Deputy Commissioner of the Revenue						
From 15	1711	Victim/Witness Manager						
	1851	Chief Deputy Clerk						
To 18	1385	Management Analyst						
<b>18</b>			\$50,290 \$24.18	\$62,690 \$30.14	\$75,089 \$36.10	\$47,660 \$22.91	\$57,192 \$27.50	\$66,724 \$32.08
From 17	1385	Management Analyst						
	1600	Registrar						
New Title	9410	Emergency Services Management Coordinator						
To 20	1130	Human Resources Manager						
To 20	2250	Building Official						
To 19	3680	Assistant Public Works Director						
To 19	6291	Director of Communications (911 Center)						
To 22	6651	Deputy Sheriff - Captain, Administration						
To 20	8800	Library Director						
<b>19</b>			\$53,562 \$25.75	\$66,767 \$32.10	\$79,972 \$38.45	\$50,519 \$24.29	\$60,623 \$29.15	\$70,727 \$34.00
From 18	3680	Assistant Public Works Director						
From 18	6291	Director of Communications (911 Center)						
<b>20</b>			57,040.00 \$27.42	71,112.00 \$34.19	85,184.00 \$40.95	\$53,551 \$25.75	\$64,261 \$30.89	\$74,971 \$36.04
From 18	1130	Human Resources Manager						
From 18	2250	Building Official						
From 18	8800	Library Director						
To 22	6671	Deputy Sheriff - Captain, Field Operations						
<b>21</b>			\$60,746 \$29.20	\$75,724 \$36.41	\$90,703 \$43.61	\$56,764 \$27.29	\$68,116 \$32.75	\$79,469 \$38.21
	1120	Director of Information Technology						
	4290	Director of Parks and Recreation						
<b>22</b>			\$64,705 \$31.11	\$80,660 \$38.78	\$96,615 \$46.45	\$60,169 \$28.93	\$72,203 \$34.71	\$84,237 \$40.50
	2390	Planning and Zoning Administrator						
From 18	6651	Deputy Sheriff - Captain, Administration						
From 20	6671	Deputy Sheriff - Captain, Field Operations						

Pay Band	Class Code	Position Title	Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
<b>23</b>			\$68,915 \$33.13	\$79,252 \$38.10	\$102,878 \$49.46	\$63,780 \$30.66	\$76,535 \$36.80	\$89,291 \$42.93
	1000	Director of Community & Economic Development						
	3690	Director of Public Works / County Engineer						
<b>24</b>			\$73,399 \$35.29	\$91,489 \$43.99	\$109,579 \$52.68	\$67,606 \$32.50	\$81,128 \$39.00	\$94,649 \$45.50
	1191	Deputy County Administrator/ Finance Director						
New	6680	Chief Deputy Sheriff - Major						
<b>25</b>			\$74,605 \$35.87	\$95,651 \$45.99	\$116,696 \$56.10	\$71,663 \$34.45	\$85,995 \$41.34	\$100,328 \$48.23
	1750	Assistant Commonwealth's Attorney						
<b>26</b>			\$79,454 \$38.20	\$91,372 \$43.93	\$124,273 \$59.75	\$75,962 \$36.52	\$91,155 \$43.82	\$106,347 \$51.13
	1490	Treasurer						
	1590	Commissioner of the Revenue						
	6690	Sheriff						
<b>27</b>			\$84,630 \$40.69	\$108,491 \$52.16	\$132,353 \$63.63	\$80,520 \$38.71	\$96,624 \$46.45	\$112,728 \$54.20
<b>28</b>			\$91,112 \$43.80	\$115,535 \$55.55	\$140,959 \$67.77	\$85,351 \$41.03	\$102,422 \$49.24	\$119,492 \$57.45
To 29	1890	Clerk of Circuit Court						
<b>29</b>						\$90,473 \$43.50	\$108,567 \$52.20	\$126,662 \$60.89
From 28	1890	Clerk of Circuit Court						
<b>29-30</b>			\$95,987 \$46.15	\$123,061 \$59.16	\$150,134 \$72.18	\$95,901 \$46.11	\$115,081 \$55.33	\$134,261 \$64.55
<b>30-31</b>			\$102,211 \$49.14	\$131,045 \$63.00	\$159,879 \$76.86	\$101,655 \$48.87	\$121,986 \$58.65	\$142,317 \$68.42
	1790	Commonwealth's Attorney						
Notes:	Spec. Class	Seasonal Time Keepers	\$15.00 per game			\$16.00 per game		
	Spec. Class	Seasonal Referees	\$25.00 per game			\$28.00 per game		





# **Proposed Fluvanna County Pay Bands and Schematic List of Classes**

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**December 6, 2017**



# Pay Bands Salary Ranges

BOS Packet 2017-12-06 p.19/393

**A pay bands' salary range is the range of pay established to pay employees for performing particular jobs and/or functions.**

**} Market pay rates for people doing similar work in similar industries in the same region.**

§ demographic and cost of living factors

§ the number of people available to perform a specific job in the region

§ competition for employees with the needed skills and education, and the availability of jobs

§ level of education, knowledge, skill, and experience needed to perform each job



# Adjustments to Ranges and Classifications

BOS Packet 2012-06 p.20/393

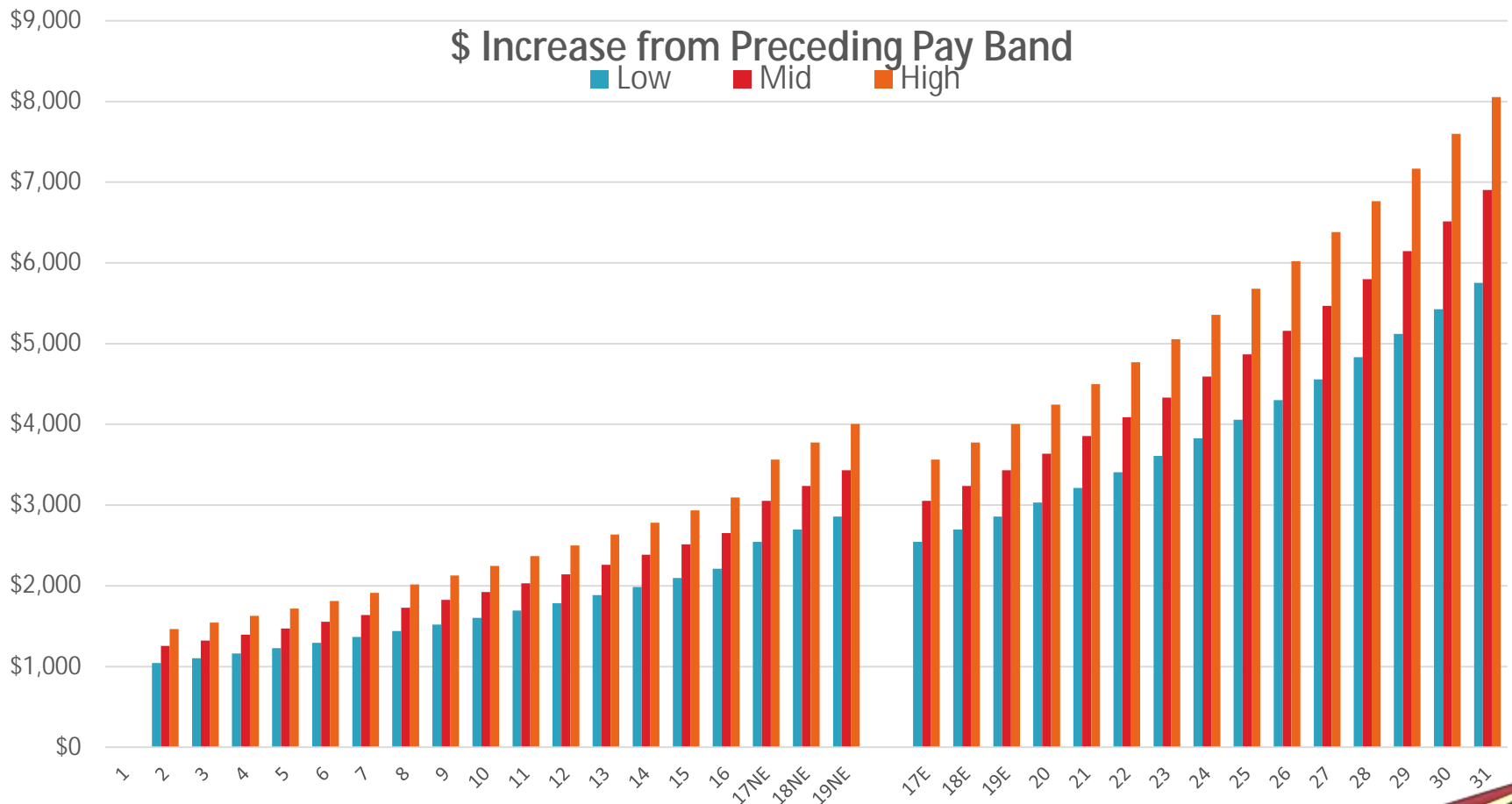
- } Past 5 years County has been making adjustments to the Pay Bands, Classifications and Salaries**
  - § Ranges should be set with long term projected amounts**
    - Ranges updated about every 5 years
  - § Allows the employees to move up within their position's pay bands while performing their job and gaining experience in performing their job functions**
- } The goal of the adjustments are to meet the factors used to establish effective pay bands and rank jobs by experience, education, and responsibility within the County, as well as the other outside market factors involved in classify jobs and establishing reasonably competitive pay bands and salaries.**



# Proposed Pay Bands

BOS Packet 2017-12-06 p.21/393

Bands 1-16; 5.5% increases from preceding minimum  
Bands 17 -31; 6% increase from preceding minimum



# FY18 PROPOSED SALARY SCHEDULE

Fluvanna County, Virginia

BOS Packet 2017-12-06 p.22/393

Annual Full-Time Salaries and Hourly Rates (based on 2080 hours per year)

Pay Band	Minimum	Mid-Range	Maximum		Pay Band	Minimum	Mid-Range	Maximum
<b>1</b>	\$19,000	\$22,800	\$26,600		<b>17</b>	\$44,962	\$53,954	\$62,947
	9.13	10.96	12.79			21.62	25.94	30.26
<b>2</b>	\$20,045	\$24,054	\$28,063		<b>18</b>	\$47,660	\$57,192	\$66,724
	9.64	11.56	13.49			22.91	27.50	32.08
<b>3</b>	\$21,147	\$26,000	\$29,606		<b>19</b>	\$50,519	\$60,623	\$70,727
	10.17	12.50	14.23			24.29	29.15	34.00
<b>4</b>	\$22,311	\$26,773	\$31,235		<b>20</b>	\$53,551	\$64,261	\$74,971
	10.73	12.87	15.02			25.75	30.89	36.04
<b>5</b>	\$23,538	\$28,246	\$32,953		<b>21</b>	\$56,764	\$68,117	\$79,470
	11.32	13.58	15.84			27.29	32.75	38.21
<b>6</b>	\$24,832	\$29,798	\$34,765		<b>22</b>	\$60,169	\$72,203	\$84,237
	11.94	14.33	16.71			28.93	34.71	40.50
<b>7</b>	\$26,198	\$31,438	\$36,677		<b>23</b>	\$63,780	\$76,536	\$89,292
	12.60	15.11	17.63			30.66	36.80	42.93
<b>8</b>	\$27,639	\$33,167	\$38,695		<b>24</b>	\$67,606	\$81,127	\$94,648
	13.29	15.95	18.60			32.50	39.00	45.50
<b>9</b>	\$29,159	\$34,991	\$40,823		<b>25</b>	\$71,663	\$85,996	\$100,328
	14.02	16.82	19.63			34.45	41.34	48.23
<b>10</b>	\$30,763	\$36,916	\$43,068		<b>26</b>	\$75,962	\$91,154	\$106,347
	14.79	17.75	20.71			36.52	43.82	51.13
<b>11</b>	\$32,455	\$38,946	\$45,437		<b>27</b>	\$80,520	\$96,624	\$112,728
	15.60	18.72	21.84			38.71	46.45	54.20
<b>12</b>	\$34,240	\$41,088	\$47,936		<b>28</b>	\$85,351	\$102,421	\$119,491
	16.46	19.75	23.05			41.03	49.24	57.45
<b>13</b>	\$36,123	\$43,348	\$50,572		<b>29</b>	\$90,473	\$108,568	\$126,662
	17.37	20.84	24.31			43.50	52.20	60.90
<b>14</b>	\$38,110	\$45,732	\$53,354		<b>30</b>	\$95,901	\$115,081	\$134,261
	18.32	21.99	25.65			46.11	55.33	64.55
<b>15</b>	\$40,206	\$48,247	\$56,288		<b>31</b>	\$101,655	\$121,986	\$142,317
	19.33	23.20	27.06			48.87	58.65	68.42
<b>16</b>	\$42,417	\$50,900	\$59,384		Spec.	Seasonal Time Keepers		\$16.00 per game
	20.39	24.47	28.55		Spec.	Seasonal Referees		\$28.00 per game



# Summary of Changes

BOS Packet 2017-12-06 p.23/393

Description	
1	Pay Band 1-16 have a 5.5% increase and pay band 17 - 31 have a 6% increase from the previous pay band at the minimum of the pay band.
2	Each pay band has a 40% increase from the minimum to the maximum of the pay band.
3	Added pay band 31.
4	Pay Band 1 begins at \$19,000 annually (\$9.13/hour) to max of \$26,600 annually (\$12.79/hour)
5	Move : class #8871; Library Aid,PT/Temp from band 1 to band 4
6	Move: class #1450; Clerk, PT/Temp & class #1612; Asst. Registrar, PT/Temp from band 2 to band 5
7	Remove: class #3161; Grounds Worker, PT/Temp - no longer have this position Correct Title: class #8851 from Library Asst., PT/Temp to Library Clerk, PT/Temp Move: class #8851 Library Clerk, PT/Temp from band 2 to band 5
8	Remove: class #3431; Convienent Center Manager (error in classification) Remove: class #6111; Records Administrator - no longer have this position Remove: class #6112; Receptionist,PT/Temp = no longer have this position
9	Move and Change Titles: class #4811; Recreational Program Specialist, 1 to band 10 & 2 to band 11
10	Move: class #6211; Communications Officer & #6221; class Communications Officer, PT/Temp to band 10
11	Remove: class #1023; Receptionist/Secretary - no longer have this position Move: class #1420; Deputy Treasurer II, #1531; Deputy Commisioner II - IT, #1531; Deputy Commisioner II & #1821;Deputy Clerk II to band 11 New Title: class #4811 to Recreational Program Specialist - Seniors, Adults, & Therapeutic Programs and move to band 10
12	Move: #1430; Deputy Treasurer III, #1511; Deputy Commissioner III - Mapping Tech. & #1831; Deputy Clerk III to band 12 Move: 6251: Communications Supervisor to band 13
13	New Titles: class #4112; Athletics & Special Events Coordinator and class #4113; Recreational Programs & Special Events Coordinator and move both to band 11
14	Remove: class #4151; Programs Supervisor & class #6512; Accreditation Manager,PT - no longer have these positions



# Summary of Changes Continued

BOS Packet 2017-12-06 p.24/393

Description	
15	Move: class #6281; Communications Operations Coordintor from 13 to band 14
16	New Position at pay band 12: class #6212; Communications Team Lead (duties included to one of the #6211 when/if meet special requirements)
17	New Position at pay band 12: class #4115; Recreation Amenities Manager (duties included to either #4112 or #4113 when/if they meet the additional requirements)
18	Move: class #6251; Communications Supervisor (E911) from pay band 11 to 13
19	New Title: class #6511; Deputy Sheriff to Deputy Sheriff I
20	New Position: class #6512; Deputy Sheriff II (class # 6511 promomtion once meets specific certifications)
21	New Position: class #6513; Deputy Sheriff III (class # 6512 promotion once meets specific certifications)
22	Move: class #1381; Purchasing Officer & class #6571; Deputy Sheriff- Sergeant from pay band 15 to band 16 Move: class #6572; Deputy Sheriff- Sergeant of Investigations from pay band 15 to band 17 non-exempt Move: class #1711; Victim/Witness Manager from pay band 15 to band 17 exempt
23	Move: class #6591;Deputy Sheriff - Lieutenant from pay band 16 to band 18
24	Move: class #1385; Management Anaylst from pay band 17 to band 18
25	Move: class #3680; Asst. Public Works Manager & class #6291; Director of Communications from pay band 18 to band 19 Move: class #1130; Human Resources Manager, class #2250; Building Offical & #8800; Library Director from pay band 18 to band 20 Move: class # 6651; Deputy Sheriff - Captain,Administration from pay band 18 to band 21 Change Title: #9410 tp Emergency Management Coordinator
26	Move: class #6671; Deputy Sheriff - Captain, Field Operations from pay band 20 to band 21
27	New Position: class #6680; Chief Deputy Sheriff - Major
Special Classes	Change the Seasonal Time Keeper from \$15 to \$16 per game & the Seasonal Refereefrom \$25 to \$28 per game

# FY18 SCHEMATIC LIST OF CLASSES - PROPOSED

Approved: June 7, 2017

BOS Packet 2017-12-06 p.25/393  
Proposed: December 6, 2017

Fluvanna County, Virginia

			Annual FT Salaries / Hourly Rates			Proposed Annual FT Salaries / Hourly Rates		
Pay Band	Class Code	Position Title	Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
NON-EXEMPT POSITIONS						NON-EXEMPT POSITIONS		
1			\$19,240	\$22,496	\$25,752	\$19,000	\$22,800	\$26,600
			\$9.25	\$10.82	\$12.38	\$9.13	\$10.96	\$12.79
To 4	<del>8871</del>	Library Aid, PT/Temp						
2			\$19,760	\$23,589	\$27,417	\$20,045	\$24,054	\$28,063
			\$9.50	\$11.34	\$13.18	\$9.64	\$11.56	\$13.49
To 5	1450	Clerk, PT/Temp						
To 5	<del>1612</del>	Registrar Assistant, PT/Temp						
3			\$20,800	\$24,995	\$29,190	\$21,147	\$25,377	\$29,606
			\$10.00	\$12.02	\$14.03	\$10.17	\$12.20	\$14.23
REMOVE	<del>3161</del>	Grounds Worker, PT/Temp						
To 7	<del>8851</del>	Library Assistant, PT/Temp						
4			\$21,320	\$26,208	\$31,096	\$22,311	\$26,773	\$31,235
			\$10.25	\$12.60	\$14.95	\$10.73	\$12.87	\$15.02
To 5	4131	Facilities Assistant/Temp						
From 1	8871	Library Aid, PT/Temp						
5			\$22,360	\$27,735	\$33,110	\$23,538	\$28,245	\$32,953
			\$10.75	\$13.33	\$15.92	\$11.32	\$13.58	\$15.84
From 2	1450	Clerk, PT/Temp						
From 2	1612	Registrar Assistant, PT/Temp						
	3461	Convenience Ctr Worker, PT/Temp						
From 4	4131	Facilities Assistant/Temp						
From 1	8851	Library Assistant, PT/Temp Library Clerk, PT/Temp						
	9999	Camp Counselor, Seasonal						
6			\$24,960	\$30,119	\$35,278	\$24,832	\$29,799	\$34,765
			\$12.00	\$14.48	\$16.96	\$11.94	\$14.33	\$16.71
REMOVE	<del>3431</del>	Convenience Center Manager						
	4132	Museum Attendant (PT)						
REMOVE	<del>6111</del>	Records Administrator						
REMOVE	<del>6112</del>	Receptionist, PT/Temp						



Pay Band	Class Code	Position Title	Annual FT Salaries / Hourly Rates			Proposed Annual FT Salaries / Hourly Rates		
			Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
7			\$25,584	\$31,570	\$37,555	\$26,198	\$31,438	\$36,677
			\$12.30	\$15.18	\$18.06	\$12.60	\$15.11	\$17.63
	1611	Assistant Registrar						
	3150	Facilities Maintenance Worker						
	3171	Grounds Maintenance Worker I						
Correct Title	8831	Library Clerk Library Assistant, FT & PT						
8			\$26,208	\$33,108	\$40,008	\$27,639	\$33,167	\$38,694
			\$12.60	\$15.92	\$19.23	\$13.29	\$15.95	\$18.60
	3172	Grounds Maintenance Worker II						
	4111	Recreation Program Specialist						
9			\$27,040	\$34,827	\$42,614	\$29,159	\$34,991	\$40,823
			\$13.00	\$16.74	\$20.49	\$14.02	\$16.82	\$19.63
	1123	Admin. Program Support Assistant, PT/Temp						
	1411	Deputy Treasurer I						
	1521	Deputy Commissioner I						
	1811	Deputy Clerk I						
	2011	Program Support Assistant - Building Inspections						
	3611	Utilities System Operator - Trainee						
New	4112	Active Seniors & Therapeutic Recreation Coordinator						
To 11	6211	Communications Officer (911 Center)	#6211 - Annual w/ schedule OT			#6211 - Annual w/ schedule OT		
To 11	6221	Communications Officer, PT Temp (911 Center)	0.00	0.00	0.00	0.00	0.00	0.00
10			\$31,200	\$38,287	\$45,373	\$30,763	\$36,915	\$43,068
			\$15.00	\$18.41	\$21.81	\$14.79	\$17.75	\$20.71
	1022	Senior Program Support Assistant - Planning						
	1051	Senior Program Support Assistant - Public Works						
REMOVE	1023	Secretary/Receptionist						
	1420	Deputy Treasurer II						
	1531	Deputy Commissioner II - IT Specialist						
	1531	Deputy Commissioner II						
	1821	Deputy Clerk II						
	3151	Maintenance Technician						
	3152	Grounds Maintenance Technician						
	3180	Facilities Maintenance Technician						

Pay Band	Class Code	Position Title	Annual FT Salaries / Hourly Rates			Proposed Annual FT Salaries / Hourly Rates		
			Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
11			\$32,240	\$40,285	\$48,329	\$32,455	\$38,946	\$45,437
			\$15.50	\$19.37	\$23.24	\$15.60	\$18.72	\$21.84
	1051	Administrative Program Specialist (P&R; PW)						
	1052	Administrative Assistant - Sheriff						
	1053	Administrative Assistant - Commonwealth's Atty						
	1321	Financial Services Technician						
	1511	Deputy Commissioner III - Mapping Technician						
	1430	Deputy Treasurer III						
	1831	Deputy Clerk III						
	3531	Utilities System Operator						
New	4113	Recreation Programs & Special Events Coordinator						
New	4114	Athletics & Special Events Coordinator						
From 9	6211	Communications Officer (911 Center)				\$35,700	\$42,840	\$49,980
From 9	6221	Communications Officer, PT Temp (911 Center)				\$15.60	\$18.72	\$21.84
To 13	6251	Communications Supervisor (911 Center)						
12			\$34,736	\$43,099	\$51,461	\$34,240	\$41,088	\$47,936
			\$16.70	\$20.72	\$24.74	\$16.46	\$19.75	\$23.05
	3181	Facilities Maintenance Specialist						
	3371	Grounds Supervisor						
	3391	Buildings Supervisor						
	3631	Utilities Specialist						
New	4115	Recreation Amenities Manager						
New	6212	Communications Team Lead						
REMOVE	4151	Programs Supervisor						
to 14	6281	Operations Coordinator (911 Center)						
REMOVE	6512	Accreditation Manager, PT						
13			\$37,440	\$46,126	\$54,811	\$36,123	\$43,348	\$50,572
			\$18.00	\$22.18	\$26.35	\$17.37	\$20.84	\$24.31
	1081	Paralegal/Legal Assistant						
	1330	Financial Services Specialist						
	2111	Codes Inspector - Code Enforcement Officer	#6511; 84 HR PER PAY MINIMUM			#6511; 84 HR PER PAY MINIMUM		
	3431	Convenience Center Manager - Recycle Coord.	Non-LEO Cert	LEO Cert		Non-LEO Cert Min.	LEO Cert Min.	
New title	6511	Deputy Sheriff I, NOT LEO Cert. or LEO Cert. w/no other certs or specialties	\$37,440	\$39,312		\$36,123	\$37,929	
		- 84 hr per pay period positions/ OT at 86 hrs	\$17.14	\$18.00		\$16.54	\$17.37	
From 11	6251	Communications Supervisor (911 Center)						
14			\$40,040	\$48,741	\$59,260	\$38,110	\$45,732	\$53,354
			\$19.25	\$23.43	\$28.49	\$18.32	\$21.99	\$25.65
	2211	Codes Inspector - Building & Site Inspector						
	2350	Planner						
New	6512	Deputy Sheriff II (LEO + 1 other Certification/Specialty)				\$38,591	\$46,309	\$54,028
	6551	Deputy Sheriff - Investigator I				\$17.67	\$21.20	\$24.74
from 12	6281	Communications Operations Coordinator (911 Center)						
to 16	1351	CSA Coordinator						
15			\$41,642	\$51,905	\$62,169	\$40,206	\$48,247	\$56,288
			\$20.02	\$24.95	\$29.89	\$19.33	\$23.20	\$27.06
	1122	IT Systems Technician						
	2112	Codes Inspector - E&SC Plans Reviewer						
New	6513	Deputy Sheriff IIIw/ LEO + 2 or more other Certs/Spcty				\$40,206	\$48,247	\$56,288
New	6552	Deputy Sheriff Investigator II w/ 1 or > other Certs/Spcty				\$18.41	\$22.09	\$25.77
To 16	1381	Purchasing Officer						
To 17	1711	Victim/Witness Manager						
To 17	3550	Water System Supervisor						
To 17	6572	Deputy Sheriff - Sergeant of Investigations						
To 16	6571	Deputy Sheriff - Sergeant						

Pay Band	Class Code	Position Title	Annual FT Salaries / Hourly Rates			Proposed Annual FT Salaries / Hourly Rates		
			Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
16			\$45,024	\$51,905	\$66,198	\$42,417	\$50,900	\$59,384
From 15	1351	CSA Coordinator	\$21.65	\$24.95	\$31.83	\$20.39	\$24.47	\$28.55
	1381	Purchasing Officer						
from 14	2351	Senior Planner						
From 15	6571	Deputy Sheriff - Sergeant						
To 18	6591	Deputy Sheriff - Lieutenant				\$42,417	\$50,900	\$59,384
						\$19.42	\$23.31	\$27.19
17	Non-Exempt					\$44,962	\$53,954	\$62,947
						\$21.62	\$25.94	\$30.26
From 15	3550	Water System Manager						
	3670	Project Manager, PT/Temp						
From 15	6572	Deputy Sheriff - Sergeant of Investigations				\$44,962	\$53,954	\$62,947
						\$20.59	\$24.70	\$28.82
18	Non-Exempt					\$47,660	\$57,192	\$66,724
						\$22.91	\$27.50	\$32.08
19	Non-Exempt					\$50,519	\$60,623	\$70,727
						\$24.29	\$29.15	\$34.00
From 16	6591	Deputy Sheriff - Lieutenant						
						\$50,519	\$60,623	\$70,727
						\$23.13	\$27.76	\$32.38
EXEMPT POSITIONS						EXEMPT POSITIONS		
17			\$47,476	\$58,994	\$70,512	\$44,962	\$57,796	\$62,947
			\$22.83	\$28.36	\$33.90	\$21.62	\$27.79	\$30.26
	1091	Executive Assistant / Clerk to the Board						
	1451	Chief Deputy Treasurer						
	1551	Chief Deputy Commissioner of the Revenue						
From 15	1711	Victim/Witness Manager						
	1851	Chief Deputy Clerk						
To 18	1385	Management Analyst						
18			\$50,290	\$62,690	\$75,089	\$47,660	\$57,192	\$66,724
			\$24.18	\$30.14	\$36.10	\$22.91	\$27.50	\$32.08
From 17	1385	Management Analyst						
	1600	Registrar						
New Title	9410	Emergency Services Management Coordinator						
To 20	1130	Human Resources Manager						
To 20	2250	Building Official						
To 19	3680	Assistant Public Works Director						
To 19	6291	Director of Communications (911 Center)						
To 22	6651	Deputy Sheriff - Captain, Administration						
To 20	8800	Library Director						
19			\$53,562	\$66,767	\$79,972	\$50,519	\$60,623	\$70,727
			\$25.75	\$32.10	\$38.45	\$24.29	\$29.15	\$34.00
From 18	3680	Assistant Public Works Director						
From 18	6291	Director of Communications (911 Center)						
20			\$57,040.00	\$71,112.00	\$85,184.00	\$53,551	\$64,261	\$74,971
			\$27.42	\$34.19	\$40.95	\$25.75	\$30.89	\$36.04
From 18	1130	Human Resources Manager						
From 18	2250	Building Official						
From 18	8800	Library Director						
To 22	6671	Deputy Sheriff - Captain, Field Operations						
21			\$60,746	\$75,724	\$90,703	\$56,764	\$68,116	\$79,469
			\$29.20	\$36.41	\$43.61	\$27.29	\$32.75	\$38.21
	1120	Director of Information Technology						
	4290	Director of Parks and Recreation						
22			\$64,705	\$80,660	\$96,615	\$60,169	\$72,203	\$84,237
			\$31.11	\$38.78	\$46.45	\$28.93	\$34.71	\$40.50
	2390	Planning and Zoning Administrator						
From 18	6651	Deputy Sheriff - Captain, Administration						
From 20	6671	Deputy Sheriff - Captain, Field Operations						

			Annual FT Salaries / Hourly Rates			Proposed Annual FT Salaries / Hourly Rates		
Pay Band	Class Code	Position Title	Minimum	Mid-Range	Maximum	Minimum (+5.5% for PB 01-16) (+6.0% for PB 17-31)	Mid-Range (+20% over Min)	Maximum (+40% over Min)
23			\$68,915	\$79,252	\$102,878	\$63,780	\$76,535	\$89,291
			\$33.13	\$38.10	\$49.46	\$30.66	\$36.80	\$42.93
	1000	Director of Community & Economic Development						
	3690	Director of Public Works / County Engineer						
24			\$73,399	\$91,489	\$109,579	\$67,606	\$81,128	\$94,649
			\$35.29	\$43.99	\$52.68	\$32.50	\$39.00	\$45.50
	1191	Deputy County Administrator/ Finance Director						
New	6680	Chief Deputy Sheriff - Major						
25			\$74,605	\$95,651	\$116,696	\$71,663	\$85,995	\$100,328
			\$35.87	\$45.99	\$56.10	\$34.45	\$41.34	\$48.23
	1750	Assistant Commonwealth's Attorney						
26			\$79,454	\$91,372	\$124,273	\$75,962	\$91,155	\$106,347
			\$38.20	\$43.93	\$59.75	\$36.52	\$43.82	\$51.13
	1490	Treasurer						
	1590	Commissioner of the Revenue						
	6690	Sheriff						
27			\$84,630	\$108,491	\$132,353	\$80,520	\$96,624	\$112,728
			\$40.69	\$52.16	\$63.63	\$38.71	\$46.45	\$54.20
28			\$91,112	\$115,535	\$140,959	\$85,351	\$102,422	\$119,492
			\$43.80	\$55.55	\$67.77	\$41.03	\$49.24	\$57.45
To 29	1890	Clerk of Circuit Court						
29						\$90,473	\$108,567	\$126,662
						\$43.50	\$52.20	\$60.89
From 28	1890	Clerk of Circuit Court						
29-30			\$95,987	\$123,061	\$150,134	\$95,901	\$115,081	\$134,261
			\$46.15	\$59.16	\$72.18	\$46.11	\$55.33	\$64.55
30-31			\$102,211	\$131,045	\$159,879	\$101,655	\$121,986	\$142,317
			\$49.14	\$63.00	\$76.86	\$48.87	\$58.65	\$68.42
	1790	Commonwealth's Attorney						
Notes:	Spec. Class	Seasonal Time Keepers	\$15.00 per game				\$16.00 per game	
	Spec. Class	Seasonal Referees	\$25.00 per game				\$28.00 per game	



# Questions?

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# FLUVANNA COUNTY BOARD OF SUPERVISORS

## AGENDA ITEM STAFF REPORT

# TAB C

<b>MEETING DATE:</b>	December 06, 2017				
<b>AGENDA TITLE:</b>	Atlantic Technology Consultants, Inc. Contract				
<b>MOTION(s):</b>	I move the Board of Supervisors approve the term contract between Fluvanna County and Atlantic Technology Consultants, Inc. for services associated with Telecommunications Facilities' Application Review and General Telecommunications Services and further authorize the County Administrator to execute the agreement subject to the County Attorney revisions for a proper agreement and approval as to form.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	recommend approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>✓ An RFP was issued in July 2017, we received 3 responses.</li> <li>✓ The RFP Committee chose to move forward with Atlantic Technology Consultants</li> <li>✓ Services Provided on an as needed basis               <ul style="list-style-type: none"> <li>Ø New Tower Application Review Services</li> <li>Ø Ordinance Review</li> <li>Ø Lease Management Services</li> <li>Ø Antenna Co-location Application Review Services</li> <li>Ø Countywide Tower Inventory/Audit</li> <li>Ø Countywide Master Plan</li> <li>Ø Wireless Broadband Development</li> </ul> </li> <li>✓ Tower Review Fees are Pass Thru fees, they are reimbursed by the applicants</li> <li>✓ Prior contractor charged \$4,000 per tower review, and 25% share for all lease payments to manage leases.</li> <li>✓ Atlantic Technology will be charging \$3,200 for NEW Tower reviews, \$900 for reviews of co-locating on EXISTING towers.</li> <li>✓ Lease Management Service. Atlantic Technology perform the following services that we will pay an Hourly fee for (anticipated 10-15 Hours Per lease):               <ul style="list-style-type: none"> <li>Ø Develop Leasing Strategy for County owned Communications Towers and Water Tanks.</li> <li>Ø Organize Inquiry system for potential lease candidates.</li> <li>Ø Provider Legal documents for Right of Entry Testing, Easement and Leasing.</li> <li>Ø Work with county on Sign Placement for Inquiries.</li> <li>Ø Meet with Inquiring Party</li> <li>Ø Have Party Provide Documents such as Site Plan, Structural Analysis etc.</li> <li>Ø Negotiate Lease (Tower and Ground); Rent, Maintenance and Developmental Fees.</li> <li>Ø Meet with county Attorney, County Administrator etc. for Lease.</li> <li>Ø Present/Meet with BOS for review and Approval.</li> <li>Ø Remain Point of contact for project.</li> <li>Ø <b>The county</b> will be responsible for receiving and tracking lease payments.</li> </ul> </li> </ul>				

<b>FISCAL IMPACT:</b>	<ul style="list-style-type: none"> <li>Ø Tower/Structure Leasing= \$150/hour</li> <li>Ø Telecom Comp Plan/Ordinance Review- If Needed (Existing document) = \$150/hour.</li> <li>Ø Conditional Use Permits (new WCF or rebuild of existing tower) = \$3,200.00 per Application</li> <li>Ø Co-location Reviews on Existing Towers = \$900.00 per application</li> <li>Ø Accounting/Financial Analysis/Audit.....(When Required) = \$100.00</li> <li>Ø Communications Technician ...(When Required) = \$75.00</li> </ul>				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Telecommunications Facilities' Application Review and General Telecommunications Services Term Contract</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X		X		x-Planning

## County of Fluvanna, Virginia

### Telecommunications Facilities' Application Review and General Telecommunications Services Term Contract

This Telecommunications Facilities' Application Review and General Telecommunications Services Term Contract (the "Contract") dated this \_\_\_\_ day of \_\_\_\_\_, 2017 is between the **COUNTY OF FLUVANNA** (the "County"), a political subdivision of the Commonwealth of Virginia, and **ATLANTIC TECHNOLOGY CONSULTANTS, INC.** ("Contractor"), a Virginia corporation, and is binding among and between these parties as of the date of the County's signature.

**WITNESSETH** that the Contractor and the County, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

#### **I. PURPOSE AND EXHIBITS:**

On July 6, 2017, the County issued Request for Proposals #2017-09 "Telecommunications Facilities' Application Review" (the "RFP") for qualified licensed consulting firms to submit proposals for services relating to assisting the County in evaluation of telecommunications and wireless siting proposals, as well as more general advice on engineering, planning and legal aspects of telecommunications and wireless siting on an as needed basis as more specifically set out in such RFP attached hereto as **Exhibit 1** and incorporated by reference as a material part of this Contract. All the provisions and requirements of the RFP are incorporated herein by reference as material parts of this Contract. All of the defined terms within the RFP have the same meaning when used in this Contract unless the context requires otherwise.

On July 6, 2017, the Contractor submitted its proposal in response to the RFP (the "Proposal") which Proposal is attached hereto as **Exhibit 2** and incorporated herein by reference as a material part of this Contract. On August 22, 2017, the Contractor submitted its firm pricing letter (the "Pricing") which Pricing is attached hereto as **Exhibit 3** and incorporated herein by reference as a material part of this Contract.

All the provisions and requirements, including, but not limited to, the "Purpose" and "Scope of Services" articles of the RFP are incorporated herein by reference. Task orders shall be issued by the County to a provider of such services as services are needed and may include any of those services described in the RFP or Proposal with specific reference to the "Scope of Services" Article of the RFP (collectively the "Services"). The purposes, functions, criteria and general requirements for the scope of services on the task order or particular project will be set forth in a Project Agreement executed by the County and the Contractor.

#### **II. SCOPE OF SERVICES:**

During the Term (as defined below) the Contractor agrees to provide any Services requested by the County including, but not limited to:



## County of Fluvanna, Virginia

- A. All those services described in Article III “Scope of Services” of the RFP and all subparts thereof;
- B. All those services described in the Proposal; and
- C. Certain other services under Article III(D) of the RFP including without limitation the following:

### **Site Leasing and Management:**

- i. Contractor shall assist in any leasing and management services related to Telecommunications facilities as requested by the County, which shall include management and leasing matters on existing and future leases.
- ii. Contractor will assist in the management of the County’s Telecommunications Facilities.
- iii. Contractor shall manage Telecommunications Facilities to ensure maximum usage of the site(s) by the County and as many other users as feasible. An emphasis shall be on effective use of Telecommunications Facilities so as to reduce towers or support structures needed, and maximizing the County’s potential net profit from such leases.
- iv. Contractor will provide the following as-needed services related to leasing and management to include, but not limited to:
  - 1. Legal and engineering consulting relating to any telecommunications issues in the County and Telecommunications Facilities;
  - 2. Maximizing potential net profit for the existing and future Telecommunications Facilities;
  - 3. Review and Assistance of any design specification for new or proposed Telecommunications Facilities;
  - 4. Minimizing the total number of individual sites (towers) needed for the County by proper collocation and combining of wireless provider services on existing and/or new facilities;
  - 5. Analyze lease rates and terms of existing lease contracts;
  - 6. Negotiate new leases, renewals, amendments and modifications to existing leases and assist in all matters related thereto in coordination with County staff and officers and the County Attorney’s Office;
  - 7. As requested, general business, management and lease administration of new lease agreements between any tenants and the County;
  - 8. Contractor shall perform any necessary intermodulation and interference studies; and
  - 9. 13. Contractor shall coordinate of installations or modification activities.

## County of Fluvanna, Virginia

### Marketing Services:

- i. Upon request by the County, Contractor shall actively pursue new customers for and market the Telecommunications Facilities and available space and shall negotiate future tenant leases subject to approval of the County Attorney and the County, including, but not limited to following Services:
  1. Market the Telecommunications facilities sites/locations to users and telecommunications carriers;
  2. Perform market analysis;
  3. Develop strategies for leasing space on Telecommunications Facilities;
  4. Work with County staff, officers and the County Attorney to negotiate leases;
  5. Coordinate appraisals; and
  6. Handle any other customary activities and services associated with real estate services and Telecommunications Facilities.
- ii. Contractor shall be appropriately licensed to perform any Services it renders which require a license.
- iii. Contractor must be knowledgeable in real estate matters generally and specifically in matters relating to telecommunications facilities and commercial leasing.
- iv. Contractor shall be familiar with the County and must have knowledge of the local real estate market.
- v. Contractor shall have an ability to market the sites globally.

### Other General On-Going Services:

- i. Contractor may be requested to maintain an inventory of existing Telecommunications Facilities and nearby telecommunications facilities generally, including without limitation tower locations, to maximize co-location opportunities whenever practicable and if consistent with Applicable Law.
- ii. Contractor may be requested develop a routine Inspection and Maintenance plan for County owned Cell Towers.
- iii. Contractor shall consider and report to the County need to repair or improve any Telecommunications facilities or related equipment; Contractor shall monitor Telecommunications facilities and shall notify the County of any deficiencies in, or damage to, the Telecommunications Facilities and equipment.
- iv. Review of Telecommunications Facilities and equipment structures for compliance with best engineering standards and providing advice to the County Building Official, as necessary.

## County of Fluvanna, Virginia

In providing the Services the Contractor must comply with and shall meet or exceed all the provisions and requirements of this Contract, the RFP, the Proposal, the County's General Terms, Conditions and Instructions to Bidders and Contractors, being Appendix I to the RFP (hereinafter the "County's General Terms"). All Services rendered under this Contract shall be done in a good and workmanlike manner and so as to pass without exception in the industry.

One or more Project Agreements may be entered into with the Contractor during the Contract Term. Although the potential exists for multiple projects during the Contract Term, the County does not represent or guarantee that the Contractor will receive one or more Project Agreements during the Contract Term. The County has no obligation to enter into any Project Agreement(s) with the Contractor.

The County specifically reserves the right to procure services that fall within the scope of this Contract from other sources. Without limiting the procurement procedures that may be followed by the County, the County may (i) issue RFP's for similar work and other projects as the need may occur; (ii) specifically reserves the right to enter into other term agreements for the same or services similar to this Contract; and (iii) specifically reserves the right to enter into Project Agreements with other Contractors under Term contracts based on its evaluation of each Contractor's qualifications, expertise, current workload, capabilities, performance record, locations or distance to the project and other factors as may be pertinent to the particular project or for any reason in the County's sole discretion.

The Contractor agrees that it is willing and able during the Contract term to provide Services on an "as needed" basis.

### **III. COMPENSATION AND PROJECT AGREEMENTS:**

Unless otherwise specifically agreed to in writing in a Project Agreement signed by both parties, Compensation for Services will be at those rates and flat fees set forth in the Pricing of Exhibit 3, summarized below:

- a. Telecom Comp Plan/Ordinance Review - \$150.00/hour
- b. Tower/Structure Leasing - \$150.00/hour
- c. Conditional Use Permit (new WCF or rebuild of existing tower) = \$3,200 flat rate per Application
- d. Co-location Reviews on Existing Towers = \$900.00 flat rate per Application
- e. Other Hourly Rates
  - i. Accounting/Financial Analysis/Audit - \$100.00 per hour
  - ii. Communications Technician - \$75.00 per hour

Individual projects will be negotiated at a lump sum amount or based on hourly rates as set forth in the Pricing/Proposal. The hourly rates set forth in the Proposal shall control for all Project Agreements entered into under this Contract. Project Agreements shall be entered into for each individual project, specifying additional contract terms applicable to the individual project, including but not limited to the following: (i) detailed scope of work for the project; (ii) pricing of the project; (iii) billing schedule for the project (whether periodic or on completed project basis); (iv) timing requirements for project performance; (v) identification of the County's project manager for the project, to whom invoices and other contacts regarding the specific project shall be directed.

## County of Fluvanna, Virginia

The following are additional requirements for a Project Agreement under this Contract for any Service(s) rendered hereunder:

- i. At the County's request, the Contractor shall assist the County with preparing a Project Agreement for any requested Service hereunder, including the preparation of a work authorization including the work description, and cost estimate. Each project Agreement will cite the agreed upon timeframe to complete specified Services and either a flat rate for completion or any estimate of the hours needed and the hourly rate charged for the Services (may be stated as a "not to exceed" dollar amount). The County's Project Agreement must be signed by an authorized representative of the County to be valid and binding on the County. The Contractor shall have no claim for compensation greater than the approved amount in the Project Agreement. The Contractor shall obtain prior written approval for any work that exceeds the work authorization in Project Agreement. No compensation or reimbursement of any kind will be owed to Contractor for services outside the scope of a Project Agreement.
- ii. The Contractor's hourly rate includes all incidental costs, including allowances for profit and tools of the trade in their hourly labor rates. No travel time to and from a job site shall be included in the work performed, hourly costs invoiced shall include time at the job site only.
- iii. The Contractor will be paid on the basis of invoices submitted. Invoices shall include the Project Agreement reference and total amount due. Invoices shall be submitted to the County only after completion of all of the Services for that Project Agreement to the sole satisfaction of the County. Payment will be made forty-five (45) days after receipt of a proper invoice, or forty-five (45) days after receipt of all goods or acceptance of work, whichever is later.
- iv. All hourly Services shall be billable to the County in increments of a quarter of an hour or less, with increments no larger than the Contractor's standard billing practice. The minimum charge shall be a quarter of an hour or less if that is the Contractor's standard practice.
- v. Any materials, parts, or other reimbursable items being required for the Services shall be invoiced at cost without mark-up of any kind and must be specifically identified in a Project Agreement.

### **IV. OTHER CONTRACT TERMS:**

Where the terms of this Contract, the RFP or any exhibit hereto conflict, the following shall control in this order (with #1 being the document that controls over all others, and so on): (1) the Contract; (2) the RFP as amended (being Exhibit 1) including Appendix I County of Fluvanna General Terms, Conditions and Instructions to Bidders and Contractors; (3) the Proposal (being Exhibit 2). Notwithstanding the foregoing, whenever possible the terms of this Contract, the RFP and the exhibits shall be read together.

### **V. PERIOD OF PERFORMANCE:**

The initial term of this Contract shall be one (1) year beginning on the date this Contract is signed by the County and continuing for one (1) full year thereafter. This Agreement may

## County of Fluvanna, Virginia

then be renewed at the County's option for four additional one (1) year terms. Said renewal shall be automatic. Should the County desire not to automatically renew the Contract, then the County shall send the Contractor written notice of nonrenewal at least thirty (30) days' prior to termination of the current term. Term shall be defined to include the initial term and any renewals thereof until this Contract has ended by its terms or has been terminated.

**VI. MISCELLANEOUS.** The headings of the sections of this Contract are inserted for convenience only and do not alter or amend the provisions hereof. A word importing the masculine or neuter gender only may extend and be applied to females and to corporations as well as males, and vice versa. A word importing the singular number only may extend and be applied to several persons or things as well as to one person or thing; and a word importing the plural number only may extend and be applied to one person or thing, as well as to several persons or things. This Contract may be executed in duplicate originals, any of which shall be equally authentic. The legal address for the County and for the Contractor and the addresses for delivery of Notices and other documents related to the administration of this Contract are as follows:

County:

Fluvanna County  
ATTN: Cyndi Toler  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
Telephone: (434) 591-1910  
Facsimile: (434) 591-1911

With a copy to:

Fluvanna County Attorney  
Attn: Kristina M. Hofmann, Assistant County Attorney  
414 East Jefferson Street  
Charlottesville, VA 22902

Contractor:

Atlantic Technology Consultants, Inc.  
Attn: George N. Condyles, IV, President & COO  
6260 Pine Slash Road  
Mechanicsville, VA 23116  
(804) 559-6004

In witness whereof, the undersigned duly authorized representatives have executed this Contract on the dates set forth beside their respective signatures:

County of Fluvanna, Virginia

Contractor:  
Atlantic Technology Consultants, Inc.

County:  
County of Fluvanna, a political subdivision of the  
Commonwealth of Virginia

By: Harriet R. Condyles Date: 11/27/17 By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Harriet R. Condyles Name: \_\_\_\_\_  
Title: VP + CEO Title: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Fluvanna County Attorney



**COUNTY OF FLUVANNA, VIRGINIA**  
**Request for Proposals (RFP) #2017-09**  
**TELECOMMUNICATIONS FACILITIES' APPLICATION REVIEW**

**Issue Date June 15, 2017**

**Due Date: July 6, 2017 at 2 p.m. EST**

**Procurement Contact:**

County of Fluvanna  
 Cyndi Toler, Purchasing Officer  
 132 Main Street  
 P.O. Box 540  
 Palmyra, VA 22963  
 Ph: (434) 591-1930 ext. 1124  
 Email: [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)

**All sealed proposals shall be turned in no later 2:00 p.m. EST, July 6, 2017. All Proposals that are delivered via mail or are hand delivered must be addressed to the "Procurement Contact" listed above. Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.**

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 2<sup>nd</sup> floor, Palmyra, VA 22963 or by clicking on the following link: <https://www.fluvannacounty.org/rfps>

**I. Purpose:**

- A. The County of Fluvanna, Virginia (the "County") invites qualified licensed consulting firms ("Offerors") to submit proposals for services relating to assisting the County in evaluation of telecommunications and wireless siting proposals, as well as more general advice on engineering, planning, and legal aspects of telecommunications and wireless siting on an as needed basis.
- B. The initial contract term will be for one year with up to Four (4) one-year renewal options.
- C. The County reserves the right to award a Contract to more than one Offeror or to no Offerors. Nothing herein shall limit the County's right to use other consultants, its staff, employees or officers to complete any or all of the Services requested herein instead of requesting such Services of the Offeror(s) awarded a Contract hereunder.

**II. GENERAL INFORMATION:**

- A. The County is centrally located in the heart of Virginia, 120 miles south of Washington, D.C., 60 miles west of Richmond, VA, and 25 miles southeast of Charlottesville, VA. The County encompasses a land area of 282 square miles and is bound by Interstate 64 to the north and by the James River to the south. As of July 2014, the County had a population of 25,970.
- B. The County currently owns 2 Towers at the following locations: Palmyra Fire Station, Bremo Bluff Water Tower, and currently leases out space to cell providers on both towers. The County is in the process of building 4 additional towers at the following locations as a part of it's the County's

Public Safety Radio System Project: Former Columbia Elementary School, CVEC, Fluvanna County Landfill, and the Fluvanna County Sheriff's Office. The County also currently leases a space on a tower at the VFW in Scottsville, VA.

- C. Our current "Telecommunications Master Plan", which is subject to change, can be found at the following link: <https://www.fluvannacounty.org/planning/page/telecommunications-plan>

**III. SCOPE OF SERVICES:** The Offeror shall meet or exceed all requirements of this Request for Proposals ("RFP") and the Offeror's Proposal must demonstrate that the Offeror has the resources and capabilities to provide the requested Services on an as-needed on-call basis as prescribed in this RFP. Offeror shall submit documentation with their Proposal demonstrating compliance with any qualifications or licensures required below. Offeror shall provide details on the full services that can be offered related to the County's existing needs as specified in this scope of services for the Services. **The Scope of Services requested under this RFP includes the following Services:**

**A. Minimum Qualifications:**

- i. **Knowledge of and Compliance with Applicable Law:** Offeror shall have knowledge of and shall be able to apply Applicable Law and all Services shall comply with Applicable Law. Applicable Law is defined herein to be all applicable Federal, State, and local laws, rules, statutes, ordinances, regulations, guidelines, best practices or similar provisions, which shall include without limitation, the Code of Virginia, the Fluvanna County Code, the Fluvanna County Comprehensive Plan, the Virginia Statewide Building Code, Telecommunications Act of 1996, Federal Aviation Administration ("FAA") and Federal Communication Commission ("FCC") guidelines (collectively referred to herein as "Applicable Law").
- ii. **Engineering Services:** Some of the Services herein require services of a professional engineer or other licensures or professional qualifications and Offeror shall have appropriate licensure and professional qualifications for providing the Services requested under this RFP.
- iii. **Legal Services:** Some of the Services herein require a license to practice law or other licensures or professional qualifications and Offeror shall have appropriate licensure and professional qualifications for providing the Services requested under this RFP.

**B. Expert Application Review for telecommunications facilities:**

- i. Offeror will assist the County in meeting its obligations under Section 704 of the Federal Telecommunications Act of 1996 including, but not limited to, taking action on any applications for telecommunications facilities or telecommunications infrastructure in a reasonable period of time, and making decisions based upon Applicable Law and the specific facts and circumstances.
- ii. Offeror will provide the technical information to form policy decisions for consistent review of all applications based on facts, Applicable Law, and necessities in wireless network or telecommunications facility design. Offeror must apply concepts and ordinances detailed in the Comprehensive Plan, Zoning Ordinance, and Telecommunications Master Plan in order to conduct detailed tower application reviews that will give the Planning Commission and the Board of Supervisors a consistent basis upon which to consider applications.
- iii. Offeror shall have background and experience in engineering, legal, and land use relating to telecommunications facilities and knowledge of the County.
- iv. Offeror will review any applications on an on-call basis as requested by the County and the County's preference is for a flat fee schedule for review of applications. Offeror shall review the application itself, any governing documents, and assure its compliance with Applicable Law.



- v. Offeror will promptly notify the County of all technical or other issues it finds in any application and work with the County to resolve the same.
- vi. Offeror will work with County staff and officers on any application matters. Offeror may be asked to come to work or planning sessions from time to time and may be asked to come to meetings of the County Board.
- vii. Review of private utility applications, as well as review of County initiated applications, for telecommunications facilities, including, but not limited to, new cellular tower location requests (Comprehensive Plan Amendments), comments to applicants to ensure new tower installations are constructed to maximize co-locations opportunities to the extent permitted by Applicable Law.
- viii. Upon request by the County, Offeror will provide expert review of applications submitted to County for the placement, construction, amendment and/or modification of any telecommunications facility. Offeror will review and evaluate the application. Offeror will notify the County's Planning Director, or other person specified by the County from time to time, of any deficiencies in the application. Offeror's review and evaluation of applications will include, but is not limited to:
  - 1. Application completeness and accuracy;
  - 2. Assurance that the County meets all applicable timing requirements for dealing with applications, including, but not limited to, the FCC "shot clock";
  - 3. Applicability of appropriate analysis techniques and methodologies for the telecommunications facility;
  - 4. Application validity of correctness of any conclusions or fact presented therein;
  - 5. Compliance with all Applicable Law;
  - 6. Provide site analysis and evaluate the adequacy of the site's search ring using generally accepted engineering principles and considering emerging technology and trends for the site;
  - 7. Evaluation of site options shall include proposing alternative site options and co-locations if applicable;
  - 8. Evaluation height, capacity, loading and coverage of telecommunications facilities in any application;
  - 9. Compliance with all zoning requirements;
  - 10. To the extent permitted by Applicable Law, evaluation of aesthetic impacts and mitigation of any undesirable impact;
  - 11. Evaluation of any applicable FCC Radio Frequency exposure compliance;
  - 12. Evaluation of compatibility of any application with the Fluvanna County Public Safety Communications systems, including without limitation all Telecommunications Facilities being built or to be built as part of the County's Public Safety Radio System Project;
  - 13. Evaluation of the safety and structural Integrity of any telecommunications facility to assure compliance with wind zone designations and Applicable Law;
  - 14. Assistance with any other matters related to any application deemed by County to be relevant;
  - 15. Offeror's shall keep a checklist of completeness for each application; and
  - 16. Offeror will prepare and submit a report summarizing each application, and detail in writing its findings related to review and evaluation thereof consistent with the requirements for review and evaluation detailed above in this Section B of Article III of this RFP. Offeror will provide four (4) hard copies of the report, and one (1) electronic copy. Offeror shall provide such report within five (5) business days of receipt of any request by the County to review an application.

**C. General On-Going Services:**

- i. Review and Assistance of any design specifications for new or proposed Telecommunications Facilities.
- ii. Recommend a fee structure for application reviews.
- iii. Offeror shall serve as both a legal and engineering consultant to the County for all Telecommunications Facilities' issues for the term of a contract with the County and shall work with County staff, officers and the County Attorney's office.
- iv. Upon the County's request, Offeror will provide a performance report and presentation, regarding the Telecommunications Facilities, placements, updated future needs and/or any other matters affecting or related to the Services.
- v. Offeror shall ensure all Services protect the County's Telecommunications Facilities and communications system (especially that County Public Safety Radio System) from interference, power loss or reduction, safety risk or damage of any sort.
- vi. Offeror shall assist with and manage all FCC or FAA matters, including matters of tower compliance with Applicable Law and TIA/EIA standards and good engineering practices, tower lighting (FAA lighting notification), structural analysis (tower loading evaluations), necessary ANSI computation and/or measurements to assure the sites are safe (including that the sites are safe for human exposure to non-ionizing radiation).
- vii. All Services shall be conducted employing the highest level of expertise and scrutiny.
- viii. Review of Telecommunications Facilities and equipment structures for compliance with best engineering standards and providing advice to the County Building Official, as necessary.
- ix. Assistance to County staff in regular reviews of the Fluvanna County Telecommunications Plan, Telecommunications Ordinance, and future revisions relating especially to wireless information services.
- x. Attending meetings of the Board or staff from time to time as requested.
- xi. Other assistance in evaluating telecommunications and wireless information services issues as needed.

**D. Other Services:** Offerors are encouraged to provide information on related services they are able to provide, with justifications for why such services might be necessary or desirable.

**IV. REQUESTS FOR ADDITIONAL INFORMATION:**

- A. Any inquiries or requests for clarification or additional information must be delivered in writing (via email) no later than the 22 day of June, 2017 by 2:00pm to the Procurement contact listed above.
- B. All inquiries will be answered via an addendum, posted to eVA and the County website.

**V. PROPOSAL FORMAT:**

- A. The County will follow the evaluation process and selection criteria described in this RFP. In order to provide each Offeror an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Offeror may deem appropriate. The following paragraphs provide guidelines to each Offeror for information to include in the proposal.
- B. **Cover Letter** - Provide a cover letter that confirms the Offeror's understanding of this RFP.
- C. **Overview** – The purpose of this section is to provide County with an overview of the history, qualifications and abilities of the Offeror's firm and for the Offeror to demonstrate the specific qualifications of the staff the Offeror will assign if selected. At a minimum, the proposal should:
  - i. Designate a Project Manager and indicate office location.

- ii. Include the organization chart, functional discipline, and responsibilities of project team members.
  - iii. Provide the legal name of the company, the size of the company and organizational structure.
  - iv. Describe your relevant experience in performing the Services.
  - v. Status of the company including: (i) office location, number of employees supporting the same, and location of a point of contact; (ii) Number of public sector clients for similar services and size of these organizations including names and locations; (iii) Provide recent audited financial statements for the past two (2) years; and (v) disclose past and pending litigation.
- D. **Services Description and Approach:** The purpose of this section is to provide Fluvanna County with the Offerors understanding and proposed approach to the Services. The Offeror should discuss in detail the proposed approach for performing the Service during the term of the Contract. A detailed description of the Services to be provided which addresses each requirement of the Scope of Services, including corresponding licensures, reports and other pertinent information.
- E. **Resumes** - Provide a concise resume or description of each team member's education, relevant professional experience, professional licenses, and length of time employed by the Offeror and/or sub-consultant.
- F. **Demonstrated History of Successful Projects** - Discuss the Offeror's ability to work in harmonious, non-adversarial relationships with Fluvanna County and their agents.
- G. **Key Personnel:** The personnel named in the proposal shall remain assigned to the project throughout the period of the contract unless requested to be replaced by the County. If the County requests an individual to be replaced (including any personnel of any sub-contractor), the Offeror shall do so within 30 days of the request, and without any additional charge to Fluvanna County. No replacement may be made without submission of a resume of the proposed replacement for approval by The County.
- H. **Proposed Sub-Consultants** - The Offeror shall clearly state whether it is proposing to subcontract any of the work herein. The names of all proposed sub-consultants shall be provided. By proposing such firm(s) or individuals, the Offeror assumes full liability for the sub-consultant's performance. The Offeror shall state the amount of previous work experience with the sub-consultant(s).
- I. **Effective Cost Control** - Demonstrated history of effective control of costs and ability to accomplish work in a timely manner.
  - i. Describe the Offeror's cost control methodology;
  - ii. Describe the approach for reducing costs of Services;
  - iii. Describe the documentation, tracking and reporting system;
  - iv. Describe quality controls; and
  - v. **No Pricing** – The Offer will need to be prepared to discuss estimated pricing as a part of the negotiation phase with the County. Since this RFP is a request for professional services pursuant to 2.2-4302.2, the County is not requesting cost of services be submitted as a part of any Proposal.
- J. **Forms** - The RFP document shall be returned with any addenda acknowledgements and all required forms filled out and signed as required (see attachments hereto). All forms required to be submitted under this RFP must be included in the Proposal as an Appendix.
  - i. Certificate of No Collusion
  - ii. Offeror Statement
  - iii. Proof of Authority to Transact Business in Virginia
  - iv. Vendor Data Sheet

- K. **Client References:** Offerors shall provide a minimum of five (5) client references that are similar in size and scope to the Services requested by the County under this RFP that have similar needs. All client customers in the State of Virginia must be provided, regardless of circumstances. Client reference information must include the date of services, length of services, and a point of contact.
- L. Offerors may be required meet with staff to discuss Proposals. Offerors should be prepared to demonstrate how the Services meet the scope of services defined in this RFP. Offerors should be prepared to respond to questions and provide cost estimates during such negotiations.
- M. The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside this format.

## VI. SUBMITTAL INSTRUCTIONS

- A. **Each Offeror must submit one (1) original hard copy, (4) copies and one (1) electronic copy of its proposal on CD ROM, DVD, or USB flash drive/memory stick.**
- B. An authorized representative of the Offeror shall sign proposals. All information requested should be submitted. Failure to submit all information requested may result in the County requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.
- C. All forms attached to this RFP must be fully completed, executed by the Offeror and returned as a part of Offer's Proposal.
- D. Offers shall be prepared simply and economically, providing a straight forward, concise description of firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- E. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP.
- F. **Each proposal shall be in writing and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or email shall be rejected.**

## VII. EVALUATION CRITERIA

- A. All Proposals received shall be evaluated based upon the evaluation criteria listed below.
  - i. Cost Controls **(25 pts.)**
  - ii. Responsiveness to the County's Goals **(20 pts)**
  - iii. Proposer qualifications, expertise and experience **(40 pts.)**
  - iv. Positive References **(15 pts.)**
- B. The County may arrange for discussions with Offerors submitting Proposals for the purpose of obtaining additional information or clarification if needed.
- C. The Selection Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.
- D. The County reserves the right to make such additional investigations as it may deem necessary to establish competency and financial stability of any Offeror. If, after the investigation, the evidence of competency and financial stability is not satisfactory, in the sole opinion of the County, the County reserves the right to reject the Proposal.

- E. Based on the consensus rankings, the highest ranked Offeror(s) will be invited to engage in discussions with the Selection Committee that may include, but are not necessarily limited to:
  - i. Explanations of the proposed approach
    - i. Plan for Services
    - ii. Non-binding cost estimates
    - iii. Qualifications of the Offeror(s)
- F. The County reserves the right to have any consultant(s) of its choosing serve on the evaluation committee or advise the evaluation committee with respect to responses to this RFP and information will be shared with any such consultant(s).

## VIII. AWARD OF CONTRACT

Awards shall be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County, or the County may determine to award no Contract at all.

In accordance with §2.2-4301.3(A) of the Code of Virginia, the agreement shall be for an initial one (1) year term. The County shall have the option to renew the contract up to four (4) additional one (1) year terms. Under the terms of contract (s) made pursuant to this RFP, no individual **Task Order** fee shall exceed \$100,000. The aggregate total of fees for all **Task Orders** issued during the any term any Contract under this RFP shall not exceed \$500,000. If the Owner exercises its option to renew, a new aggregate limit of \$500,000 shall apply to the second Contract Term, without regard to the dollar amounts of Project Orders issued during the first year of the Contract. Any unused amounts from the prior term are forfeited and shall not carry forward.

The County provides no guarantee any work or of the amount of work to be assigned to the selected firm(s) and shall utilize other firms for consulting work.

Award(s) shall be based on the Offeror(s)' ability to meet all RFP requirements and the right is reserved to make the award to other than the lowest priced Offeror when it is in the best interest of the County and consistent with the Virginia Procurement Act, the County's Code, the County's Procurement Policies and Procedures and other applicable law. This solicitation is done under Virginia Code Section 2.2-4302.2(A) (4) as a competitive negotiation for professional services. Selection shall be made to an Offeror deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the RFP. Negotiations shall then be conducted with each of the Offerors so selected. Estimated cost may be considered during the negotiation phase. After negotiations, have been conducted with each Offeror so selected, the public body shall select the Offeror which, in its opinion, has made the best proposal and provides the best services and values, and shall award the contract to that Offeror(s).

The County's General Terms, Conditions, and Instructions to Bidders and Contractors are attached hereto and incorporated herein by reference as Appendix I. These provisions bind all Offerors. Further, the conditions and requirements of this RFP, including, but not limited to, County's General Terms, Conditions, and Instructions to Bidders and Contractors, are a material part of any contract awarded between the County and the successful Offeror(s).

**CERTIFICATION OF NO COLLUSION**

The undersigned, acting on behalf of \_\_\_\_\_, does hereby certify in connection with the procurement and bid to which this Certification of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 et seq.)

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT**

STATE OF VIRGINIA  
FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of \_\_\_\_\_ and dated \_\_\_\_\_ was subscribed and sworn to before the undersigned notary public by \_\_\_\_\_ on \_\_\_\_\_.

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

My commission expires: \_\_\_\_\_

CODE OF VIRGINIA  
& 18.2-498.4. Duty to provide certified statement:

A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

A. Any person required to submit a certified statement as provided in paragraph A, above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

a false statement shall be guilty of a Class 6 felony. (1980, c.472)

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

**OFFEROR STATEMENT**

Undersigned Bidder hereby certifies that he/she has carefully examined all conditions and specifications of this invitation for Bid and hereby submits this bid pursuant to such instructions and instructions.

\_\_\_\_\_

Type or Print Name & Title of Authorized Person

\_\_\_\_\_

Signature of Authorized Person Submitting This Bid

\_\_\_\_\_

Date

SUBSCRIBED AND SWORN to before me by the above named

\_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. ***PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.***

A. \_\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is

\_\_\_\_\_.

B. \_\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is

\_\_\_\_\_.

C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

**VENDOR DATA SHEET**



Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:  
\_\_\_\_\_ Years \_\_\_\_\_ Months

4. Vendor Information:

FIN or FEI Number: \_\_\_\_\_ If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

# Appendix I

## COUNTY OF FLUVANNA

### GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS

## **GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS**

These General Terms, Conditions and Instructions to Bidders and Contractor (hereinafter referred to as the “General Conditions”) shall apply to all purchases and be incorporated into and be a part of each Solicitation (as defined below) and every Contract (as defined below) awarded by Fluvanna County, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as the “County”) unless otherwise specified by the County in writing. Bidders, Offerors and Contractors or their authorized representatives are expected to inform themselves fully as to these General Conditions before submitting Bids or Proposals to and/or entering into any Contract with the County: failure to do so will be at the Bidder’s/Contractor’s own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, including the County’s Procurement Policies and Procedures, Bids or Proposals on all Solicitations issued by County will bind Bidders or Offerors, as applicable, and Contracts will bind Contractors, to all applicable terms, conditions, instructions, rules and requirements herein set forth unless otherwise SPECIFICALLY set forth by the County in writing in the Solicitation or Contract. All provisions of these General Conditions are material to any contract between the County and a Contractor.

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### **INTRODUCTION**

1. **VIRGINIA PUBLIC PROCUREMENT ACT AND ETHICS IN PUBLIC CONTRACTING:** The Virginia Public Procurement Act of Virginia Code §§ 2.2-4300 *et seq.* (hereinafter the “VPPA”) is incorporated herein by reference. Nothing in these General Conditions is intended to conflict with the VPPA and in case of any conflict, the VPPA controls. Specifically, the provisions of Article 6 of the VPPA (Virginia Code §§ 2.2-4367 through 2.2-4377) relating to ethics in contracting, shall be applicable to all Solicitations and Contracts solicited or entered into by the County. By submitting their Bids or signing any Contract, all Bidders and Contractors certify that they have not violated any of the provisions of Article 6 of the VPPA, including, but not limited to, that their Bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements.
2. **DEFINITIONS:** The definitions of Virginia Code §§ 2.2-4301, 2.2-4302.1 and 2.2-4302.2 are specifically incorporated herein by reference and as used in these General Conditions, whether capitalized or not, any of such defined terms have the same meaning as such terms have under the VPPA: such defined terms include: “Affiliate”, “Best Value”, “Business”, “Competitive Negotiation”, “Competitive Sealed Bidding”, “Construction”, “Construction Management Contract”, “Design-Build Contract”, “Employment Services Organization”, “Goods”, “Informality”, “Job Order Contracting”, “Multiphase Professional Services Contract”, “Nonprofessional Services”, “Potential Bidder or Offeror”, “Professional Services”, “Public Body”, “Public Contract”, “Responsible Bidder or Offeror”, “Responsive Bidder”, “Reverse Auctioning” and

“Services”. Additionally, as used in these General Conditions, the following terms, whether capitalized or not, have the following meanings:

- a. Bid/Proposal: The offer of a Bidder or Offeror to provide specific Goods or Services at specified prices and/or other conditions specified in the Solicitation. The term “Bid” is used throughout these General Conditions and where appropriate includes the term “Proposal” or any modifications or amendments to any Bid or Proposal.
- b. Bidder/Offeror/Vendor: Any individual(s), company, firm, corporation, partnership or other organization bidding or offering on any Solicitation issued by the County and/or offering to enter into Contracts with the County. The term “Bidder” is used throughout these General Conditions and where appropriate includes the term “Offeror” and/or “Vendor”.
- c. Contract: Any contract to which the County will be a party.
- d. Contractor: Any individual(s), company, firm, corporation, partnership, or other organization to whom an award is made by the County or whom enters into any contract to which the County is a party.
- e. County: The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, including where applicable all agencies and departments of the County.
- f. County Administrator: The Fluvanna County Administrator.
- g. County Attorney: The Fluvanna County Attorney.
- h. Purchasing Agent: The County Administrator is the County’s Purchasing Agent and is responsible for the purchasing activity of Fluvanna County; and has signatory authority to bind the County to all contracts and purchases made lawfully under the Fluvanna County Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all other contracts and purchases only after the contracts or purchases have been approved by a vote of the Fluvanna County Board of Supervisors.
- i. General Terms, Conditions and Instructions to Bidders and Contractors (also referred to herein as the “General Conditions”): These General Terms, Conditions and Instructions to Bidders and Contractors shall be attached to and made a part of all Solicitations by the County and all Contracts to which the County is party.
- j. His: Any references to “his” shall include his, her, their, or its as appropriate.
- k. Invitation to Bid (also referred to herein as an “IFB”): A request which is made to prospective Bidders for their quotation on Goods or Services desired by the County. The issuance of an IFB will contain or incorporate by reference the General Conditions and the other specifications and contractual terms and

conditions applicable to the procurement.

- l. Purchasing Officer: The Purchasing Officer employed by the County and to whom Bidders/Contractors can submit questions relating to any Bid or Contract.
  - m. Request for Proposal (also referred to herein as a “RFP”): A request for an offer from prospective Offerors which shall indicate the general terms which are sought to be procured from Offerors. The RFP will specify the evaluation factors to be used and will contain or incorporate by reference the General Conditions and other applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the Contractor.
  - n. Small Purchasing Procedures: The County’s Small Purchasing Procedures, being Chapter 4 of the County’s Procurement Policies and Procedures, a method of purchasing not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; and also allowing for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$50,000.
  - o. Solicitation: The process of notifying prospective Bidders or Offerors that the County wishes to receive Bids or Proposals on a set of requirements to provide Goods or Services. “Solicitation” includes any notification of the County requirements may consist of public advertising (newspaper, County’s website, or other electronic notification), the mailing of notices of Solicitation, any Invitation for Quotes (“IFQ”), Initiations to Bid (“IFB”), or Requests for Proposal (“RFP”), the public posting of notices, issuance of an Open Market Procurement (“OMP”), or telephone calls to prospective Bidders or Offerors.
  - p. State: The Commonwealth of Virginia.
3. **AUTHORITY**: The Purchasing Agent shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of goods, services, insurance and construction in accordance with the County’s Procurement Policies and Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every Solicitation, Contract and purchase order issued by the County under the County’s Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all contracts and purchases made lawfully under the County’s Small Purchasing Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every other Solicitation, Contract and purchase order issued by the County except that the Purchasing Agent has signatory authority to bind the County to all other contracts and purchases ONLY after the contracts or purchases have been adopted and approved by a vote of the Fluvanna County Board of Supervisors (the “Board”).

Unless specifically delegated by the Board or the Purchasing Agent, and consistent with the limited authority granted thereto, no other County officer or employee is authorized to order supplies or Services, enter into purchase negotiations or Contracts, or in any way obligate the County for any indebtedness. Any purchase or contract made which is contrary to such authority shall be of no effect and void and the County shall not be bound thereby.

For convenience, the County's Purchasing Officer shall serve as an intermediary between the Purchasing Agent and the Bidder or Contractor and any Bidder or Contractor may direct communications regarding any purchase, Solicitation or Contract to the Purchasing Officer; however as stated *supra* only the Board or County's Purchasing Agent can bind the County and only upon the conditions stated *supra*.

### **CONDITIONS OF BIDDING**

4. **COMPETITION INTENDED:** It is the County's intent to encourage and permit open and competitive bidding in all Solicitations. It shall be the Bidder's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in a Solicitation to a single source. The County must receive such notification not later than seven (7) business days prior to the deadline set for acceptance of the Bids. In submitting a Bid, the Bidder guarantees that he or she has not been a party with other Bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render the Bid of any Bidder involved void.
5. **DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County does not discriminate against Bidders, Offerors or Contractors because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Whenever solicitations are made, the County shall include businesses selected from a list made available by the Department of Small Business and Supplier Diversity. Pursuant to Virginia Code § 2.2-4343.1, the County does not discriminate against "faith-based organizations", being a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Reconciliation Act of 1996, P.L. 104-193.
6. **CLARIFICATION OF TERMS:** Pursuant to Virginia Code § 2.2-4316, if any Bidder has questions or comments about the specifications or other Solicitation documents, the prospective Bidder should contact the County no later than seven (7) business days prior to the date set for the opening of Bids or receipt of Proposals. Any revisions to the Solicitation will be made only by written addendum issued by the County. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for opening of Bids/receipt of Proposals.
7. **MANDATORY USE OF COUNTY FORM AND TERMS AND CONDITIONS:** Unless otherwise specified in the Solicitation, all Bids must be submitted on the forms

provided by the County, including but not limited to, a Cover Sheet or Pricing Schedule, if applicable, properly signed in ink in the proper spaces and submitted in a sealed envelope or package. Unauthorized modification of or additions to any portion of the Solicitation may be cause for rejection of the Bid. However, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any Bid or Proposal which has been modified. These General Conditions are mandatory provisions of all Solicitations and all Contracts of the County.

**8. LATE BIDS & MODIFICATION OF BIDS:** Any Bid or modification thereto received at the office designated in the Solicitation after the exact time specified for receipt of the Bid is considered a late Bid or modification thereof. The County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder to ensure their Bid reaches County by the designated date and hour. The following rules apply to all Bids submitted to the County:

- a. The official time used in the receipt of Bids/Proposals is that time on the automatic time stamp machine in the Finance Department;
- b. Late Bids or modifications thereof will be returned to the Bidder UNOPENED, if Solicitation number, due date and Bidder's return address is shown on the container;
- c. If a Bid is submitted on time, however a modification thereto is submitted after the due date and time, then the County in its sole discretion may choose to consider the original Bid except that the County may not consider such original Bid if the Bid is withdrawn by the Bidder pursuant to Section 9 below; and
- d. If an emergency or unanticipated event or closing interrupts or suspends the County's normal business operations so that Bids cannot be received by the exact time specified in the Solicitation, then the due date/time specified for receipt of Bids will be deemed to be extended to the same time of day specified in the Solicitation on the first work day on which normal County business operations resume.

**9. WITHDRAWAL OF BIDS:**

- a. Pursuant to Virginia Code § 2.2-4330, a Bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his Bid from consideration if the price bid was substantially lower than the other Bids due solely to a mistake in the Bid, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn.

If a Bid contains both clerical and judgment mistakes, a Bidder may withdraw his Bid from consideration if the price bid would have been substantially lower than the other Bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid that shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn. The Bidder shall give notice in writing to the County of his or her claim of right to withdraw his or her Bid within two (2) business days after the conclusion of the Bid opening procedure and shall submit original work papers with such notice.

- b. A Bidder for a Contract other than for public construction may request withdrawal of his or her Bid under the following circumstances:
  - i. Bids may be withdrawn on written request from the Bidder received at the address shown in the Solicitation prior to the time of opening.
  - ii. Requests for withdrawal of Bids after opening of such Bids but prior to award shall be transmitted to the County, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, Bidder work sheets, etc. If Bid bonds were tendered with the Bid, the County may exercise its right of collection.
- c. No Bid may be withdrawn under this Section 9 when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent (5%).
- d. If a Bid is withdrawn under the authority of this Section 9 the lowest remaining Bid shall be deemed to be the low Bid.
- e. No Bidder who, is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.
- f. The County shall notify the Bidder in writing within five (5) business days of its decision regarding the Bidder's request to withdraw its Bid. If the County denies the withdrawal of a Bid under the provisions of this Section 9, it shall State in such notice the reasons for its decision and award the Contract to such Bidder at the Bid price, provided such Bidder is a responsible and responsive Bidder. At the same time that the notice is provided, the County shall return all work papers and copies thereof that have been submitted by the Bidder.



- g. Under these procedures, a mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents and materials submitted by the bidder shall, at the bidder's request, be considered trade secrets or proprietary information subject to the conditions of subsection F of Virginia Code § 2.2-4342.

**10. ERRORS IN BIDS:** When an error is made in extending total prices, the unit Bid price will govern. Erasures in Bids must be initialed by the Bidder. Carelessness in quoting prices, or otherwise in preparation of the Bid, will not relieve the Bidder. Bidders/Offerors are cautioned to recheck their Bids for possible error. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if his or her Bid is accepted.

**11. IDENTIFICATION ON BID ENVELOPE:** All Bids, Proposals and requested copies thereof submitted to the County shall be in a separate envelope or package, sealed and identified with the following information clearly marked on the outside of the envelope or package:

- a. Addressed as indicated on page 1 of the solicitation;
- b. Solicitation number;
- c. Title;
- d. Bid due date and time;
- e. Bidder's name and complete mailing address (return address); and
- f. Pursuant to Virginia Code § 2.2-4311.2, the Bidder's identification number issued by the State Corporation Commission, or if the bidder is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bids or proposal a statement describing why the bidder or offeror is not required to be so authorized.

If a Bid is not addressed with the information as shown above, the Bidder takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the Bid to be disqualified. Bids may be hand delivered to the designated location in the County's offices. No other correspondence or other Proposals/Bids should be placed in the envelope. Any Bidder or Offeror that fails to provide the information required in (f) above shall not receive an award unless a waiver is specifically granted by the County Administrator.

**12. ACCEPTANCE OF BIDS:** Unless otherwise specified, all formal Bids or Proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for opening or receipt, respectively, unless extend by mutual agreement of the parties. At the end of the one hundred twenty (120) calendar days the Bid/Proposal may be withdrawn at the written request of the Bidder. Thereafter, unless and until the Proposal is withdrawn, it remains in effect until an award is made or the Solicitation is canceled by the County. The County may cancel any Solicitation at any time by notice of such cancelation to the Bidders.

- 13. COMPLETENESS:** To be responsive, a Bid must include all information required by the Solicitation.
- 14. CONDITIONAL BIDS:** Conditional Bids are subject to rejection in whole or in part.
- 15. RESPONSE TO SOLICITATIONS:** In the event a Bidder cannot submit a Bid on a Solicitation, the Bidder is requested to return the Solicitation cover sheet with an explanation as to why the Bidder is unable to Bid on these requirements, or if there be no cover sheet for the Solicitation a letter to the County explaining the same.
- 16. BIDDER INTERESTED IN MORE THAN ONE BID AND COLLUSION:** More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids may be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. Each bidder, as a condition of submitting a bid, shall certify that he is not a party to any collusive action as herein defined. However, a party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a Bid directly for the work, materials or supplies.
- 17. BID OPENING:** Pursuant to Virginia Code § 2.2-4301, all Bids received in response to an IFB will be opened at the date, time and place specified, and announced publicly, and made available for inspection as provided in Section 21 of these General Conditions. Proposals received in response to an RFP will be made available for inspection as provided in Section 21 of these General Conditions.
- 18. TAX EXEMPTION:** The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder.
- 19. DEBARMENT STATUS:** By submitting their Bids, Bidders certify that they are not currently debarred from submitting Bids on Contracts by the County, nor are they an agent of any person or entity that is currently debarred from submitting Bids or Proposals on Contracts by the County or any agency, public entity/locality or authority of the State.
- 20. NO CONTACT POLICY:** No Bidder shall initiate or otherwise have contact related to the Solicitation with any County representative or employee, other than the Purchasing Officer or Purchasing Agent, after the date and time established for receipt of Bids. Any contact initiated by a Bidder with any County representative, other than the Purchasing Officer or Purchasing Agent, concerning this Solicitation is prohibited and may cause the disqualification of the Bidder.

**21. VIRGINIA FREEDOM OF INFORMATION ACT:** As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 *et seq.*, except:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
- b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect Bid records within a reasonable time after the opening of Bids but prior to award, except in the event that the County decides not to accept any of the Bids and to reopen the Contract. Otherwise, Bid records shall be open to public inspection only after award of the Contract;
- c. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect Proposal records within a reasonable time after the evaluation and negotiations of Proposals are completed but prior to award except in the event that the County decides not to accept any of the Proposals and to reopen the Contract. Otherwise, Proposal records shall be open to the public inspection only after award of the Contract;
- d. Any inspection of procurement transaction records under this Section 21 shall be subject to reasonable restrictions to ensure the security and integrity of the records;
- e. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of this Section 21 prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and State the reasons why protection is necessary; and
- f. Nothing contained in this Section 21 shall be construed to require the County, when procuring by “competitive negotiation” (RFP), to furnish a Statement of reasons why a particular Proposal was not deemed to be the most advantageous to the County.

**22. CONFLICT OF INTEREST:** Bidder/Contractor certifies by signing any Bid/Contract to/with the County that no conflict of interest exists between Bidder/Contractor and County that interferes with fair competition and no conflict of interest exists between Bidder/Contractor and any other person or organization that constitutes a conflict of interest with respect to the Bid/Contract with the County.

### **SPECIFICATIONS**

**23. OMISSIONS OR DISCREPANCIES:** Any items or parts of any equipment listed in a Solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for

in the specifications. Should a Bidder find a discrepancy or ambiguity in, or an omission from, the Solicitation, including the drawings and/or specifications, he or she shall so notify the County within twenty-four (24) hours of noting the discrepancy, ambiguity or omission and in any event no less than five (5) days prior to the date set for the opening of Bids. If necessary, the County will send a written addendum for clarification to all Bidders no later than three (3) days before the date set for opening of Bids. Any notification regarding specifications received less than five (5) days prior to the date set for the opening of Bids may or may not be considered by the County in its sole discretion. The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

**24. BRAND NAME OR EQUAL ITEMS:** Pursuant to Virginia Code § 2.2-4315, unless otherwise provided in the Solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the Solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive. Unless the Bidder clearly indicates in its Bid that the product offered is "equal" product, such Bid will be considered to offer the brand name product referenced in the Solicitation.

**25. FORMAL SPECIFICATIONS:** When a Solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the Bidder will be required to furnish articles in conformity with that specification.

**26. CONDITION OF ITEMS:** Unless otherwise specified in the Solicitation, all items shall be new, in first class condition.

## **AWARD**

**27. RESPONSIBLE BIDDERS:** In determining whether a Bidder is a responsible Bidder as defined herein, at minimum, the following criteria will be considered:

- a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required under the Solicitation;

- b. Whether the Bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of previous Contracts or Services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or Services;
- f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
- g. The quality, availability and adaptability of the Goods or Services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract;
- i. The number and scope of the conditions attached to the Bid;
- j. Whether the Bidder is in arrears to the County on debt or Contract or is a defaulter on surety to the County or whether the Bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County, the Purchasing Agent or the Purchasing Officer having a bearing on the decision to award the Contract. If an apparent low Bidder is not awarded a Contract for reasons of nonresponsibility, the County shall so notify that Bidder and shall have recorded the reasons in the Solicitation or Contract file.

**28. AWARD OR REJECTION OF BIDS; WAIVER OF INFORMALITIES:** The County shall award the Contract to the lowest responsive and responsible Bidder complying with all provisions of the IFB, provided the Bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose Proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The County reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, or to reject any or all Bids and to waive any informality in Bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County. The County also reserves the right to reject the Bid if a Bidder is deemed to be a non-responsible Bidder. Pursuant to Virginia Code § 2.2-4319, an IFB, a RFP, any other solicitation, or any and all bids or proposals, may be canceled or rejected by the County at any time. The reasons for cancellation or rejection shall be made part of the contract file. The County shall not cancel or reject an IFB, a RFP, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror.

**29. EXCLUSION OF INSURANCE BIDS PROHIBITED:** Pursuant to Virginia Code § 2.2-4320, notwithstanding any other provision of law or these General Conditions, no insurer licensed to transact the business of insurance in the State or approved to issue surplus lines insurance in the State shall be excluded from presenting an insurance bid proposal to the County in response to a RFP or an IFB; excepting that the County may

debar a prospective insurer pursuant to its Debarment Policy, see Chapter 2 of the County's Procurement Policies and Procedures.

**30. ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a Contract as a result of this Solicitation, the County will publicly post such notice on the County's bulletin board located at 72 Main Street, 2<sup>nd</sup> Floor, Palmyra, Virginia 22963. Award results may also be viewed on the County's website.

**31. QUALIFICATIONS OF BIDDERS OR OFFERORS:** The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any Bid or Proposal if the evidence submitted by or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

**32. TIE BIDS AND PREFERENCE FOR VIRGINIA PRODUCTS WITH RECYCLED CONTENT AND FOR VIRGINIA FIRMS:**

- a. Pursuant to Virginia Code § 2.2-4328, in the case of a tie bid on an IFB only, the County may give preference to Goods, Services and construction produced in Fluvanna County or provided by persons, firms or corporations having principal places of business in Fluvanna County. If such choice is not available, preference shall then be given to Goods produced in Virginia, or for goods, services or construction provided by Virginia persons, firms, corporations, pursuant Virginia Code § 2.2-4324. If no County or State choice is available, the tie shall be decided publicly by lot. The decision by the County to make award to one or more such Bidders shall be final.
- b. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this Section 32, the County may rely upon the accuracy of the information posted on this website.
- c. Notwithstanding the provisions of subsections a and b, in the case of a tie bid in instances where goods are being offered, and existing price preferences have

already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content.

- d. For the purposes of this Section 32, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

**33. NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER:** Pursuant to Virginia Code § 2.2-4318, unless cancelled or rejected, a responsive Bid from the lowest responsible Bidder shall be accepted as submitted, except that if the Bid from the lowest responsible Bidder exceeds available funds, the County may negotiate with the apparent low Bidder to obtain a Contract price within available funds. However, the negotiation may be undertaken only under conditions and procedures described in writing and approved by the County prior to issuance of the IFB and summarized therein.

### **CONTRACT PROVISIONS**

**34. APPLICABLE LAW AND COURTS:** Any Bid or Contract resulting from a Solicitation and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.

**35. PROVISION AND OWNERSHIP OF INFORMATION:** The County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in the County's possession which the County may lawfully release including, but not limited to Contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under any Contract. The County reserves its rights of ownership to all material given to the Contractor by the County and to all background information documents, and computer software and documentation developed by the Contractor in performing any Contract.

**36. DOCUMENTS:** All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Contractor pursuant to any Contract shall be the sole property of the County. At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties. The County shall be entitled to delivery of possession of all documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents.

**37. CONFIDENTIALITY:** Contractor shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by Contractor of its services hereunder, without prior written approval of the County. Contractor, cognizant of the sensitive nature of much of the data supplied by the County, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services hereunder without the prior written approval of the County, unless disclosure of such information by it is required by law, rule or regulation or the valid order of a court or administrative agency.

**38. INDEPENDENT CONTRACTOR:** The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.

**39. INSURANCE:** The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public Liability	\$1,000,000	
Professional Liability	\$1,000,000	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)
Worker's Compensation	Amount required by Virginia law	

The Contract may specifically require the Contractor to carry higher minimum amounts of insurance.

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

**40. KEY PERSONNEL:** For the duration of any Contract, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment, or as expressly approved by the County. The Contractor



shall notify the County within five (5) calendar days after the occurrence of any of these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating any proposed substitution, complete resumes for the proposed substitute, and any additional information requested by the County. The proposed substitute should have comparable qualifications to those of the person being replaced. The County will notify the Contractor within fifteen (15) calendar days after receipt of all required information of its approval or disapproval of the proposed substitution.

- 41. SEVERABILITY:** If any term, covenant or provision of these General Conditions or any Contract shall be held to be invalid, illegal or unenforceable in any respect, these General Conditions and any Contract shall remain in effect and be construed without regard to such provision.
- 42. TITLES:** The titles and section headings herein and in any Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.
- 43. ATTORNEYS' FEES:** In the event of a dispute between the County and Contractor under any Contract which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.
- 44. NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by the County, nor any extension of time, shall operate as a waiver of any provision of any Contract, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of any Contract be held to be a waiver of any other or subsequent breach. Failure of the County to require compliance with any term or condition of any Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
- 45. NO FINANCE CHARGES:** No finance charges shall be paid by the County.
- 46. ANTITRUST:** By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the County all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States or the State, relating to the particular Goods or Services purchased or acquired by the County under said Contract. Consistent and continued tie bidding could cause rejection of Bids by the County and/or investigation for antitrust violations.
- 47. PAYMENT:** Pursuant to Virginia Code § 2.2-4352, unless more time is provided in the Solicitation or Contract, payment will be made forty-five (45) days after receipt by the County of a proper invoice, or forty-five (45) days after receipt of all Goods or acceptance of work, whichever is later. The County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the

provision of the Contract or any modifications thereto. Within twenty (20) days of receipt of proper invoice or of goods or services, the County shall notify the Contractor if any defect or impropriety that would prevent payment by the payment date. The following provisions apply to such payments:

- a. Invoices for items/Services ordered, delivered/performed and accepted shall be submitted by the Contractor in duplicate directly to the payment address shown on the purchase order, Solicitation or Contract, as applicable. All invoices shall show the Contract number, purchase order number, or Solicitation number, as applicable, and as required under Virginia Code § 2.2-4354, either the individual Contractor's social security number or the Contractor's federal employer identification number, whichever is applicable.
- b. Any payment terms requiring payment in less than forty-five (45) days will be regarded as requiring payment forty-five (45) days after receipt of proper invoice or receipt of all Goods or acceptance of work, whichever occurs later. Notwithstanding the foregoing, offers of discounts for payment in less than forty-five (45) days are valid and enforceable.
- c. Pursuant to Virginia Code § 2.2-4353, the date any payment shall be deemed the date of postmark in all cases where payment is made by mail.
- d. The County's fiscal year is July 1 to June 30. Contractors are advised to submit invoices, especially for Goods and/or Services provided in the month of June, for the entire month (i.e. June 1 - June 30), so that expenses are recognized in the appropriate fiscal year.
- e. Any payment made by the Contractor to the County shall only be made in U.S. Dollars. If payment is received in foreign currency the County may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.

**48. SUBCONTRACTORS:** Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by Contractor in connection with the work, Contractor shall:

- a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either:
  - i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the subcontractor under any Contract; or
  - ii. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
- c. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under any Contract, except for amounts withheld as allowed in subdivision (a)(II) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
- d. The Contractor shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
- e. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 48 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.

**49. RETAINAGE ON CONSTRUCTION CONTRACTS:** Pursuant to Virginia Code 2§ 2.2-4333, if a Contract for construction provides for progress payments in installments based upon an estimated percentage of completion, then the contractor shall be paid at least ninety-five percent (95%) of the earned sum when payment is due, with no more than five percent (5%) being retained to ensure faithful performance of the contract. All amounts withheld may be included in the final payment. Any subcontract related to work on a Contract that provides for similar progress payments shall be subject to the provisions above and the Contractor agrees to include such provisions in every subcontract.

**50. SUCCESSORS AND ASSIGNS:** The County and the Contractor bind themselves and their respective successors and assigns to any Contract. The foregoing notwithstanding, the Contractor shall not assign, sublet or transfer its interest in any Contract without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. Nothing hereinafter mentioned shall be construed as creating any personal liability on the part of any officer, agent or employee of the County, nor shall it be construed as giving any benefits hereunder to anyone other than the County and the Contractor.

**51. DEFAULT:** Failure of a Contractor to deliver Goods or Services in accordance with Contract terms and conditions and/or within the time specified, or within reasonable time as interpreted by the County in its sole discretion, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the County, or failure of the Contractor to act in accordance with the Contract in any material respect, as reasonably determined by the County, shall constitute

a “default” by the Contractor and shall further authority for the County to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the County, for any expense incurred in excess of Contract prices including, but not limited to, any purchase and administrative costs. Such purchases shall be deducted from the Contract quantities, if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the County. In case of any default, the County, after due oral or written notice if required in accordance with the Contract, may terminate the Contract at its option in its sole discretion effective immediately. These remedies shall be in addition to any other remedies which the County may have, including but not limited to, any remedies at law, under the Contract or in equity.

Notwithstanding the foregoing, the Contractor shall not be liable for damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the County's opinion, are beyond the control of the Contractor. Under such circumstances, however, the County may, at its sole discretion, terminate or cancel the Contract effective immediately.

**52. NON-DISCRIMINATION ASSURANCES:** The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act:

- a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and Solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section 52.
- b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.

**53. MODIFICATION:**

- a. Pursuant to Virginia Code § 2.2-4309, these General Conditions and any Contract entered into by the County and any Contractor shall not be subject to change, modification, or discharge except by written instrument signed by the County and Contractor, but no fixed-price contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the County's Board. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its bid or offer.
- b. The County may, but is not obligated to, extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.
- c. Nothing in this Section 53 shall prevent the County from placing greater restrictions on contract modifications.

**54. INDEMNIFICATION:** Contractor agrees to indemnify, keep and save harmless the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with the Contractor's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of any Contract. The Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by any Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. Nothing contained in this Solicitation or the Contract shall be deemed to be a waiver of the County's sovereign immunity.

**55. DRUG-FREE WORKPLACE:** Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a Statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the

foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this Section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this the VPPA and the County’s Procurement Procedures, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

**56. TERMINATION:** Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire Contract requirements;
- b. Terminated by the County upon thirty (30) days written notice to the Contractor at the County’s convenience in the County’s sole discretion (“termination for convenience”), unless a termination for convenience is specifically and expressly prohibited by the Contract. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the termination;
- c. Terminated by the County for cause, default or negligence on the part of the Contractor. However, pursuant to Section 51 of these General Conditions, the County may hold the Contractor responsible for any resulting additional purchase and administrative costs. There is no advance notice requirement in the event of Termination for Cause and termination is effective immediately upon notice to Contractor of the termination for cause;
- d. Extended upon written authorization of County and accepted by Contractor, to permit ordering of unordered balances or additional quantities at Contract prices and in accordance with Contract terms.

**57. APPROPRIATIONS:** Notwithstanding any other provision of any Contract, the payment of the County's obligations under any Contract shall be subject to annual appropriations by the Board of Supervisors of the County in each fiscal year of monies sufficient to satisfy the same.

**58. REFERENCES TO VIRGINIA LAW:** Any reference in these General Conditions to the Code of Virginia or other relevant Federal, State or local law is incorporated in whole herein by reference as in effect at the time of the Solicitation or Contract as such statutory provisions may be amended or replaced by any statute dealing with the same or similar subject matter.

**59. COOPERATIVE PROCUREMENT:** Except as prohibited by the current Code of Virginia, all resultant Contracts will be extended to other Public Bodies of the Commonwealth of Virginia, to permit their ordering of Goods, supplies and/or Services at the prices and terms of the resulting Contract (“cooperative procurement”). By submitting any Bid or entering into any Contract with the County a Bidder/Contractor expressly authorizes cooperative procurement under Virginia Code § 2.2-4304 to the full extent permitted by law. If any other public body decides to use any Contract, the Contractor must deal directly with that public body concerning all matters relating thereto, including but not limited to, the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. The County acts only as the “Contracting Agent” for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor’s responsibility to notify the public bodies of the availability of the Contract. Fluvanna County shall not be held liable for any direct or indirect costs, damages or other claim of any kind incurred by another public body or any Contractor as a result of any cooperative procurement.

**60. AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period.

**61. GUARANTIES AND WARRANTIES:** All guarantees, representations and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on any Contract is made. In addition to any guarantees, representations and warranties required under the Contract, the Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or owner;
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery;
- c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to the Contractor’s own work or to the work of other contractors, for which the Contractor’s workers are responsible;
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County; and
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor;

- f. At minimum supply all Goods or Services with the manufacturer's standard warranty, if applicable; and
  - g. For any Contract involving Services of any nature, the Contractor further agrees to:
    - i. Enter upon the performance of Services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence;
    - ii. Allow Services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County;
    - iii. Acknowledges that the County shall be under no obligation to compensate Contractor for any Services not rendered in strict conformity with the Contract; and
    - iv. Stipulates that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the Contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of any Contract. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.
- 62. PRICE REDUCTIONS:** If at any time after the date of the Bid/Contract the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to any Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this Solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract documents. The Contractor in addition will within ten (10) days of any general price reduction notify the County of such reduction by letter. **FAILURE TO DO SO IS A DEFAULT UNDER THE CONTRACT AND MAY RESULT IN TERMINATION OF THE CONTRACT IN THE COUNTY'S DISCRETION.** The Contractor, if requested, shall furnish, within ten (10) days after the end of the Contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid or Contract, or (2) if any such general price reductions were made, that as provided above, they were reported to the County within ten (10) days and the County was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by



the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the County was notified of any such reduction.

**63. COMPLIANCE WITH IMMIGRATION LAW:** Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**64. VIRGINIA STATE CORPORATION COMMISSION:** Pursuant to Virginia Code § 2.2-4311.2, Any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.

**65. CLAIMS PROCEDURE:**

- a. The procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, *et seq.*
- b. In addition, pursuant to Virginia Code § 2.2-4364, contractual claims, whether for money or other relief, shall be submitted in writing to the County Administrator no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a Contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the Goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.
- c. No written decision denying a claim or addressing issues related to the claim shall be considered a denial of the claim unless the written decision is signed by the Board or the County Administrator. The contractor may not institute legal action prior to receipt of the final written decision on the claim unless the County fails to render a decision within ninety (90) days of submission of the claim. Failure of the County to render a decision within ninety (90) days shall not result in the contractor being awarded the relief claimed or in any other relief or penalty. The sole remedy for the County's failure to render a decision within 90 days shall be the contractor's right to institute immediate legal action.

- d. A Contractor may not institute legal action, prior to receipt of the County's decision on the claim, unless the County fails to render such decision within the time specified by law. A failure by the County to render a decision within the time provided by law shall be deemed a final decision denying the claim by the County.
  - e. The decision of the Board or the County Administrator shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in Virginia Code § 2.2-4364.
  - f. No administrative appeals procedure pursuant to Virginia Code § 2.2-4365 has been adopted for contractual claims by the County.
  - g. Nothing herein shall be construed to prevent the County from instituting legal action against any Contractor or Bidder.
- 66. NOTICES:** All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance with the terms of this Section 66; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed.

### **DELIVERY**

- 67. SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the Solicitation or Contract, as applicable, each case, crate, barrel, package, etc., delivered under the Contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 3:00 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.
- 68. RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the Contract until they are delivered

at the designated point. The Contractor shall additionally bear all risk on rejected materials or supplies after notice of rejection is tendered by the County. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at the Contractor's risk and expense or dispose of them as abandoned property.

- 69. INSPECTIONS:** The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and Services conform to the specification in the Solicitation, Bid or Contract, as applicable. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. Unless otherwise specified in the Contract, if inspection is made after delivery at the destination specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
- 70. COMPLIANCE:** Delivery must be made as ordered and in accordance with the Solicitation, Bid or Contract, as applicable, or as directed by the County when not in conflict with the Bid/Contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of Goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the County, such extension applying only to the particular item or shipment affected. Unless otherwise specified in the Contract, should the Contractor be unreasonably delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction Contracts.
- 71. POINT OF DESTINATION:** All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated specifically in the Solicitation, Bid or Contract, as applicable. The materials must be delivered to the "Ship To" address indicated on the purchase order or Solicitation, as applicable.
- 72. REPLACEMENT:** Materials or components that have been rejected by the County, in accordance with the terms of the Contract, shall be replaced by the Contractor at no cost to the County.
- 73. DAMAGES:** Any and all damages to property of the "County" that is the direct result of the Contractor, the employees of the Contractor and/or its subcontractors, agents, licensees, successors, or assigns, shall be the sole responsibility of the Contractor. The

property shall be repaired to its last known condition prior to the damages and/or replaced at no cost to the County. The County shall approve any and all repairs/replacements prior to acceptance of the repairs/replacement.

**74. PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

- a. Purchase Order Number;
- b. Name of Article and Stock Number;
- c. Quantity Ordered;
- d. Quantity Shipped;
- e. Quantity Back Ordered; and
- f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the Goods.

**75. ADDITIONAL CHARGES:** No delivery charges of any kind shall be added to any invoice; except that (i) if Goods are expressly bought F.O.B. "shipping point" under the Contract and the Contractor prepays transportation, then delivery charges shall be added to invoices; and (ii) if express delivery is authorized and substituted by the County on orders for the method specified in the Contract, then the difference between freight or mail and express charges may be added to invoice.

**76. METHOD AND CONTAINERS:** Unless otherwise specified, Goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.



# FLUVANNA COUNTY, VIRGINIA

## PROPOSAL FOR TELECOMMUNICATIONS FACILITIES' APPLICATION REVIEW (RFP) #2017-09

JULY 6, 2017



6260 PINE SLASH ROAD  
MECHANICSVILLE, VA 23116  
804-559-6004

**North Carolina Clients:**

Franklin County  
Moore County  
Rockingham County  
City of Reidsville  
Yadkin County  
Watauga County

**Virginia Clients:**

County of Accomack  
Alleghany County  
Augusta County  
Bedford County  
Bland County  
Botetourt County  
Brunswick County  
Caroline County  
Campbell County  
County of Clarke  
Craig County  
Culpeper County  
Dinwiddie County  
Fauquier County  
Floyd County  
Franklin County  
Giles County  
Greensville County  
Halifax County  
Hanover County  
Henry County  
Isle of Wight County  
King George County  
Loudoun County  
Louisa County  
Madison County  
Middlesex County  
Montgomery County  
Northampton County  
Orange County  
Page County  
Patrick County  
Pittsylvania County  
Powhatan County  
Prince George County  
Prince William County  
Rappahannock County  
Roanoke County  
Rockbridge County  
Rockingham County  
Shenandoah County  
Spotsylvania County  
Southampton County  
Sussex County  
Warren County  
Westmoreland County  
City of Covington  
City of Danville  
City of Lexington  
City of Richmond  
City of Waynesboro  
Town of Blacksburg  
Town of Clifton Forge  
Town of Colonial Beach  
Town of Culpeper  
Town of Front Royal  
Town of Vinton

**West Virginia Clients:**

Berkeley County  
Jefferson County



July 6, 2017

County of Fluvanna  
Cyndi Toler, Purchasing Officer  
132 Main Street  
PO Box 540  
Palmyra, VA 22963

**Re: Proposal: Telecommunications Facilities' Application Review**

Dear Ms. Toler:

Atlantic Technology Consultants, Inc. (ATC), a subsidiary of The Atlantic Group of Companies, appreciates the opportunity to submit a proposal for Telecommunications Facilities' Application Reviews to Fluvanna County.

The enclosed proposal addresses the County's requirements for a qualified firm and demonstrates ATC's ability to perform the requested services of providing technical reviews for new telecommunications tower applications. We also provide valuable services which include **Ordinance Reviews, Wireless Telecommunications Master Planning, Antenna Co-location Application Reviews, Wireless Broadband Development, Countywide Tower Inventory/Audits and Public Safety Radio System Overall Assessment.**

Thank you for considering our company, and we look forward to hearing from you. If there are any questions, please do not hesitate to contact me.

With best regards,

George N. Condyles, IV  
President and COO

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## County of Fluvanna, VA – Telecommunications Facilities' Application Review

### A. OVERVIEW & GENERAL QUALIFICATIONS

Atlantic Technology Consultants, Inc. (ATC), the engineering subsidiary of the Atlantic Group of Companies, was formed in 1990 to provide professional consulting, engineering, and construction services for local, state, and federal agencies requiring telecommunications services.

ATC is headquartered in Mechanicsville, VA and is a Women Owned Business with the Commonwealth of Virginia and the General Services Administration.

ATC has consulted to over 40 localities throughout Virginia over the past several years, providing consulting and engineering services in the following areas:

- Public Safety Radio Systems
- Dispatch Center Design and Renovation
- Commercial Tower Siting Review
- Propagation Analysis
- Intermodulation Studies
- Tower Inspections
- Spectrum Analysis
- Implementation of E-911
- Telecommunications Land Use Planning
- Zoning Ordinance Development
- FCC Licensing
- FAA Filing
- Structural Analysis
- Microwave Systems & Networks

ATC's professionals utilize state of the art field and computer programs, including ESRI ArcView 8.1 GIS, Trimble Global Positioning System, RadioSoft ComStudy Version 2.2 propagation mapping software (used by the FCC), and ADV Spectrum Analyzer (9 kHz-2.9GHz).

The requested services fall directly within our core business service offerings. ATC prides itself in its responsiveness and recognizes the importance of listening to the client and being able to understand their needs. ATC has provided and continues to provide services to a number of other jurisdictions. Although many of the issues are similar, we recognize that each locality has unique requirements and concerns.

ATC's mission is to serve the clients' needs. Our dedication to quality is demonstrated by our certification as being ISO 9001:2000 compliant. Our extensive knowledge and experience have proven to make ATC a valuable resource to our clients. The section of the proposal entitled "Client References" identifies clients who can speak to our qualifications and the quality of our work.

ATC's project team brings a diverse set of skills, knowledge, and experience to support this project. Resumes for individuals anticipated to contribute to this project are presented in the following pages.



## **B. SERVICES DESCRIPTION & APPROACH**

### **a. New Tower Application Review Services**

### **b. Ordinance Review**

### **c. Lease Management Services**

#### **Related Services that ATC can provide:**

**--Antenna Co-location Application Review Services**

**--Countywide Tower Inventory/Audit**

**--Countywide Master Plan**

**--Wireless Broadband Development**

**--Public Safety Radio System Overall Assessment**

### **a. Methodology: New Tower Applications**

**Task 1. Tower Site Analysis** – each tower site in the vicinity that would be potentially affected and across the border in adjoining counties will be surveyed to determine the following:

- Property Owner
- Tower Owner
- Point of Presence (POP)
- Lat./Long. Coordinates
- Photo Documentation
- Ground Elevation (GE)
- Above Ground Level (AGL)
- FCC #
- Tax Map Reference

This information will be maintained in a database and updated accordingly throughout the duration of the contract. Tower locations will be mapped to show their geo-spatial relationship with other structures and features in the County.

**Task 2. Alternative Structures** – survey the vicinity that would be potentially affected to identify other structures suitable for supporting antennas (e.g., water tanks, power

## County of Fluvanna, VA – Telecommunications Facilities' Application Review

transmission poles, etc.). Similar information as described in Task 1 would be recorded and maintained in a database for each site.

**Task 3. Spectrum Analysis** – utilize spectrum analyzer to identify frequencies and signal strength at tower sites and other selected areas to identify carriers and field verify coverage areas and gaps, as they may exist.

**Task 4. Carrier Network Build-Out** – contact the licensed wireless provider to obtain deployment plans and schedules. This information will be considered in assessing future infrastructure needs.

**Task 5. Topographic Analysis** – utilize 3-D mapping software to perform a terrain analysis in terms of RF coverage. Numerous maps will be produced to model existing and planned wireless communication sites.

**Task 6. RF Analysis** – utilize radio frequency mapping software to model talk-out and talk-back coverage for existing and proposed communication sites. A number of scenarios will be investigated to determine optimal coverage as a function of existing/proposed antenna support structures, antenna height, effective radiated power (ERP) level and location. Results will be mapped to show propagation coverage areas.

**Task 7. Zoning Ordinance Review** – review and recommend refinements to County zoning ordinance. This review will include the development of a checklist for applicants to ensure all requirements, including state and federal, have been addressed when submitting an application.

**Task 8. Comprehensive Plan Review** – the Comprehensive Plan, when adopted, will be reviewed in order to ensure the Wireless Telecommunications Tower is consistent with respect to pertinent sections of the Comprehensive Plan.

**Task 9. Telecommunications Act of 1996** – summarize/dissect the Act and identify significant court cases and discuss their impact on the County planning process.

**Task 10. Wireless Telecommunication Primer** – provide a written overview, to be incorporated into the Plan that discusses the technology, industry trends and issues facing local governments to serve as an educational tool and provide context to the issues.

**Task 11. Structural Review** – review applicant plans for compliance with best engineering standards which would include a reviewing propagation studies, drive tests, and other service data for quality, credibility, and value.

**Task 12. Formal Review and Recommendation Document** – a formal report will be prepared incorporating the information discerned in Tasks 1–11. A major component of the plan will address appropriate areas for future development, multi-tenant structures versus mini/micro cell sites and the utilization of stealth technologies to protect view sheds.

## **Task Summary – New Tower Applications**

1. ATC will perform a preliminary evaluation of applications to construct new antenna support structures for wireless telecommunication facilities. ATC will verify completeness and check for errors, omissions and discrepancies. ATC will contact the applicant and attempt to resolve minor errors, omissions and discrepancies as they may exist. Major errors, omissions and discrepancies, which preclude completion of the review, as they may exist, shall be reported to the County. No recommendations will be rendered in this phase.
2. Perform a site visit to collect field data and document existing site conditions. (ATC will not encroach upon secured or posted areas without authorization from the owner.) Survey the area surrounding proposed structure to identify and evaluate potential co-location alternatives.
3. Generate radio frequency propagation coverage maps utilizing propagation mapping software to investigate coverage requirements and alternate scenarios that would consider other antenna heights, antenna locations and/or alternative structures.
4. Report findings in the form of a written report to include recommendations and supporting data and information including the reasons for recommendation for approval or denial. An electronic file copy of the report will be provided.
5. ATC will represent all findings and recommendations at a total of two (2) meetings of the Planning Board and/or Board of Commissioners as requested by the Planning Director.

## **b. Methodology: Wireless Telecommunication Ordinance Revision**

**Task 1.** Provide technical briefing to County staff involved in the development of the Ordinance amendment.

- Technical Briefing (to include)
  - State of Current and Future Technology
    - Services (Broadband)
    - Types (Land Mobile/Fixed Wireless/Wi-Fi, Satellite etc.)
    - Market Sectors:
      - Residential- Educational – Small/Large business – Telecommuting – Medicine- Commerce
  - Wireless Telecommunications Facilities of the past, current and future.
  - Providers of Service and Facilities
  - Court Cases (Federal)
  - FCC “Shot Clock” ruling

## County of Fluvanna, VA – Telecommunications Facilities' Application Review

**Task 2.** Point us to examples of “good” ordinances, if known.

- Fluvanna – Goals and Objectives
  - Quality of Life
  - Environmental
  - Historical
  - Aesthetics
  - Service Delivery Quality
  - Safety
- Schools of Thought:
  - Pre-Plan Tower Placement
  - Manage by Guidelines
- County Examples in Virginia & North Carolina:
  - James City County
  - Warren County
  - Bedford County
  - Albemarle County
  - Caroline County
  - Augusta County
  - Moore County NC

**Task 3.** Provide technical briefing to Planning Commission on the “State of the Industry” highlighting existing technology and expected trends in terms of types of facilities likely over next decade. (Involves attending Work Session and making 1 hour presentation, plus respond to questions). May include similar briefing at the Board of Supervisors.

- The above items would be a part of the Broadband briefing.
- Recommend Open to the Public Afternoon, Evening or Saturday session.
- Economic Development

**Task 4.** Serve as technical source for staff to utilize during Ordinance writing process.

- Recommend County Staff perform the rewrite and Consultant review.
- Decide on Principles to remain first prior of re-write. (House of Cards)

**Task 5.** Review and comment on staff draft of Ordinance.

- Review for technical merit and ability to accomplishment.

**Task 6.** Serve as a resource for ordinance refinement, if needed, during the public hearing process.

- Be available to Articulate with Public, Staff Planning Commission and Board of Supervisors the Goals and Objectives and the Principles that provide guidance.

## County of Fluvanna, VA – Telecommunications Facilities' Application Review

**Task 7.** Additional services as may be required by the Owner.

- Tower Catalog on Individual Towers
- Any assigned Research for county Staff or Officials.

### **Task Summary – Ordinance Review**

1. Provide technical briefing to County staff involved in the development of the Ordinance amendment.
2. Point us to examples of “good” ordinances, if known.
3. Provide technical briefing to Planning Commission on the “State of the Industry” highlighting existing technology and expected trends in terms of types of facilities likely over next decade. (Involves attending Work Session and making 1 hour presentation, plus respond to questions). May include similar briefing at the Board of Supervisors.
4. Serve as technical source for staff to utilize during Ordinance writing process.
5. Review and comment on staff draft of Ordinance.
6. Serve as a resource for ordinance refinement, if needed, during the public hearing process.

### **c. Methodology: Lease Management Services**

The value of any wireless infrastructure asset is the location in relationship to a current or future network, service provided, and the consumer of such a service. This means that the Site Acquisition firms that are approaching Fluvanna have a vested interest in leasing land, water tank co-location space, or roof tops at a minimal financial level without the County government employees having a thorough understanding of the who, what, where, and how of the wireless industry.

ATC has this experience and understands the technology and what revenues that wireless carriers are receiving and what the sites mean in network configuration.

#### **The ATC Approach**

**Task 1.** ATC will define what relationship of the Fluvanna property to an overall network – Type of Technology, other sites and delivery system.

**Task 2.** What geographic area will be served? Market Place, demographic penetration.

**Task 3.** Measure using field equipment of the level of service that could be generated.

## County of Fluvanna, VA – Telecommunications Facilities' Application Review

**Task 4.** Value the carrier revenues from the site and develop “Owner” revenues for rents or partnership.

**Task 5.** Study existing leases and make recommendations for changes.

**Task 6.** Assist with a comprehensive plan for the County.

**Task 7.** Deliver said study to the County.

**Task 8.** Continue to support the leasing effort.

### **Time Frame**

Tower application review for a new tower site will be completed within 15 business days.

An Ordinance Review will be completed in approximately 30 days.

## C. HISTORY OF SUCCESSFUL PROJECTS

The following identifies projects similar in scope to the services being requested that ATC has performed in the last two years.

### Application Review Clients

- County of Augusta
- Bedford County
- Botetourt County
- Campbell County
- County of Caroline
- Culpeper County
- Dinwiddie County
- Fauquier County
- Franklin County
- Giles County
- Greensville County
- Hanover County
- Isle of Wight County
- King George County
- Loudoun County
- Louisa County
- City of Lexington
- Page County
- Rappahannock County
- Roanoke County
- County of Rockbridge
- Rockingham County
- County of Shenandoah
- Spotsylvania County
- Sussex County

## Telecommunications Facilities Application Review

Wireless telecommunication application review is a core business offering and an area that we bring extensive experience. ATC provides telecommunications facilities application reviews over 30 cities and counties. In this capacity we serve as the client's technical expert and render recommendations based upon a comprehensive evaluation of the merits of each application. It continues to be our practice to support our findings and recommendations at all public meetings in which they are being discussed. An important part of our role is to inform and educate so that decision-makers are better equipped to render decisions that are based on fact and are defensible under the law.

## Ordinance Development and Revision

### Ordinance Development Clients

- Bedford County
- Culpeper County
- County of Dinwiddie
- Fauquier County
- Louisa County
- County of Rockbridge
- Rockingham County

ATC has assisted several clients revise existing ordinances regulating wireless telecommunication facilities. ATC employs a methodology that seeks input from government officials, citizens, and industry. ATC does not subscribe to the "one size fits all cut and paste" approach whereby a "model" ordinance is adapted for use. We believe that an effective ordinance reflects the values of the community, is specific to its needs, and adheres to a balanced and rational approach.

**Master Plan Clients**

- Bedford County
- Culpeper County
- Fauquier County
- King George County
- Loudoun County

## **Wireless Telecommunications Master Planning**

ATC's approach to telecommunications master planning is comprehensive in scope. The scope of work typically includes tower and antenna inventory and mapping, spectrum analysis, radio frequency analysis, investigation of case law and statutory law, review of the regulatory environment, future needs analysis, development of design alternatives including a review of camouflage/concealment techniques, and community input meetings. The result is a plan that provides goals, objectives, and action strategies and the supporting information from which detail recommendations are based.

**Asset Marketing & Management Clients**

- Augusta County
- Town of Blacksburg
- Bedford County
- Sussex County
- Westmoreland County
- Roanoke County
- Botetourt County

## **Public Property Marketing & Management for Wireless Telecommunications Use**

Serving exclusively federal, state, and local government agencies and utility cooperatives, ATC represents clients owning towers, water tanks, rooftops, land, and other marketable assets. ATC assists municipalities in realizing the full value of their properties by marketing these valued assets to wireless service providers. ATC is able to draw upon its knowledge of the market and technical requirements in assessing the marketability of a particular asset. ATC's understanding of market conditions and requirements has been useful in identifying assets that have the greatest potential for providing a return. In addition to the technical and market aspects of property management, ATC has a thorough understanding of the legal and financial issues associated with negotiating leases that incorporate the best interests of the client, financial and otherwise. ATC does not own or have any contractual relationship with companies or individuals providing telecommunications services, including wireless/cellular telephone services which might otherwise pose a conflict.



**Public Safety Radio Clients**

- County of Rockingham, NC
- County of Yadkin, NC
- Fort Pickett, VA
- County of Franklin, VA
- County of Hanover, VA
- Isle of Wight County, VA
- Powhatan County, VA
- Rockbridge County, VA
- Southampton county, VA
- County of Sussex, VA
- Westmoreland County, VA
- Berkeley County, WV

## **Public Safety Radio System Overall Assessment**

The objective of the overall assessment is to determine the primary factors that are negatively impacting the system coverage, equipment performance and interoperability of the system. ATC makes recommendations to improve system performance, coverage and interoperability. ATC will finalize a detailed system design, assist in negotiations with site owners and wireless providers, assist in frequency coordination, prepare procurement documents, assist in pre-proposal conference, assist in evaluating proposals, and assist in negotiating in purchase agreements. ATC will supervise implementation of the new radio system, assist in acceptance testing, assist in solving problems and be readily available for problems that may arise.

## County of Fluvanna, VA – Telecommunications Facilities' Application Review

THE ATLANTIC GROUP  
OF COMPANIES, INC.**D. KEY PERSONNEL/RESUMES****George N. Condyles, IV****President and COO  
Executive Project Manager****Credentials**

- **BS, Civil Engineering**  
Virginia Military Institute
- **United States Army**  
TRADOC, Leadership & Signal Communications
- **Graduate Studies: Business Law**  
University of Maryland
- **Leadership Development Program**  
University of Richmond
- **Bell Core Technical Program**  
Digital Communications  
Bell Core, Lisle, Illinois
- **Executive Development Program**  
University of Pennsylvania  
Wharton School of Business
- **Member, National Emergency Number Association (NENA)**
- **Member, Association of Public Safety Communication Officials (APCO)**
- **FCC License : 8675308**
- **Lieutenant Colonel : Virginia Army National Guard/Virginia Defense Force, C&E Officer**
- **Certified Project Manager, Project Management Institute**

As President and Chief Operating Officer of The Atlantic Group, George directs all telecommunications consulting, planning, and engineering staff.

George brings an extensive background in wire line and wireless communications to this leadership role. Over the past 25 years, he has gained extensive experience in positions he has held in the private commercial sector and the military. This experience incorporates the planning, engineering, and deployment of telephony based advanced voice and data networks, wireless land mobile radio, satellite, fixed data networks, VHF, UHF, 800 MHz, and 6.4 GHz systems.

As an executive with a Verizon (formerly C&P Telephone and Bell Atlantic), George worked in various fields including communications facility design and construction, plant/cable provisioning, central office design and operations, tower design and construction, microwave path alignment, and network design and deployment. At one point in his career, George managed a regional sales and marketing staff of over 120 sales professionals in a four state region, generating net revenues in excess of \$23 million annually.

In the early 1990's George taught analog and digital transmission theory at the Bell Core Research Center at Lisle, Illinois for common carrier and switching technologies. George is proficient in the engineering and application of the following technologies:

- Advanced Intelligent Networks
- SS7 packet switching
- OC 48
- Remote Switching Modules
- DMS-100 & 5Ess switching platforms
- SONET Loop
- Digital Fiber Optic Networks

In 1990 George founded The Atlantic Group, which consists of four subsidiary companies that provide various communications consulting and engineering services for local, state, and federal clients to include planning, public safety radio engineering, E-911 system implementation project management, GIS mapping, RF propagation analysis, and spectrum analysis among other services.

## County of Fluvanna, VA – Telecommunications Facilities' Application Review

### Project Experience:

#### **Executive Project Manager Loudoun County**

The scope of work was to inventory existing antenna support structures, determine where service is lacking, assess identified needs against County plans, and develop siting and design options related to these needs. This work resulted in the development of a strategic plan to serve as a resource for the client in establishing policies to address the location, siting and design of wireless telecommunication facilities. Directed all planning activities to include field survey, industry input meetings, RF propagation analysis, and mapping.

#### **Executive Project Manager Buchart-Horn, Inc.**

The scope of work involved the inspection of a four-leg, 370-foot communications tower pursuant to ANSI/TIA/EIA-222-F and the drafting of as-built drawings.

#### **Executive Project Manager Montgomery County, VA**

ATC surveyed all antenna support structures within the County, created an MS Access database and user interface for data management, performed GIS mapping of the structures, and ran propagation models for the various service providers identified.

#### **Executive Project Manager Rockbridge County, VA**

The scope of work involved the development of a set of revisions to the County's ordinance governing wireless telecommunication facilities. Planning work sessions with County staff and commission members were conducted. Recommendations were presented at public hearings of the Planning Commission and Board of Supervisors.

#### **Executive Project Manager Rockingham County, VA**

The scope of work involved the development of a set of revisions to the County's ordinance governing wireless telecommunication facilities. Planning work sessions with County staff and commission members were conducted. Recommendations were presented at public hearings of the Planning Commission and Board of Supervisors.

#### **Executive Project Manager Bedford County, VA**

The scope of work involved the development of a master plan to address the location, siting and design of wireless telecommunication facilities. Directed all planning activities to include field survey, industry input meetings, RF propagation analysis, and mapping.

#### **Executive Project Manager Caroline County, VA**

The scope of work involved the development of a master plan to address the location, siting, and design of wireless telecommunication facilities. Directed all planning activities to include field survey, industry input meetings, RF propagation analysis, and mapping.

#### **Executive Project Manager Culpeper County, VA**

The scope of work involved the development of a master plan to address the location, siting and design of wireless telecommunication facilities. Directed all planning activities to include field survey, RF propagation analysis, and mapping.

## County of Fluvanna, VA – Telecommunications Facilities' Application Review



THE ATLANTIC GROUP  
OF COMPANIES INC.

**Harriet R. Condyles, CPA****Vice President and CEO**

As Vice President and Chief Executive Officer of The Atlantic Group, Harriet directs all financial aspects of the company.

Harriet brings an extensive financial background to this leadership role. Over the past 25 years, she has gained extensive experience in positions she has held in the private and governmental sectors. This experience incorporates planning, organization, accounting, taxation, financial reporting, auditing, accounts receivable, accounts payable, insurance, personnel issues, and computer technology.

**Credentials**

- **BBA, Management**  
College of William & Mary – 1979
- **MBA, Finance**  
College of William & Mary – 1981
- **Accounting Classes –**  
Virginia Commonwealth University
- **CPA Certification # 10480**

In 1990 Harriet founded The Atlantic Group, which consists of four subsidiary companies that provide various communications consulting and construction services for local, state, and federal clients to include planning, public safety radio engineering, E-911 system implementation project management, GIS mapping, RF propagation analysis, and spectrum analysis among other services. She actively manages the day-to-day operations of the company which includes scheduling personnel, office management, all financial aspects, writing engineering reports, contacting

potential clients, attending trade shows, and making executive decisions. She also performs tower audits for localities as well as financial inventories.

**Personal Facts:**

In addition to her professional life, Harriet serves in various capacities in her church and community. She is an active member of Broadus Baptist Church in Mechanicsville, Virginia. In addition, she has been active in the Girl Scouts of America as a leader for the past 15 years. She is very active in the PTA and has served as Secretary and Treasurer of Hanover High School PTSA. Harriet is the proud mother of two daughters, Laura and Allison. She has been married to her husband George for over 30 years. She and the family travel extensively on vacation.

## County of Fluvanna, VA – Telecommunications Facilities' Application Review

**E. CLIENT REFERENCES****Augusta County, Virginia**

Contact John Wilkinson, Zoning Administrator  
 Phone 540-245-5700  
 E-mail [jwilkinson@co.augusta.va.us](mailto:jwilkinson@co.augusta.va.us)  
 Address PO Box 590  
 County Government Center  
 Verona, VA 24482  
 Services Tower Reviews, Co-location Reviews

**Bedford County, Virginia**

Contact Jordan Mitchell, Planner  
 Phone 540-586-7616  
 E-Mail [j.mitchell@bedfordcountyva.gov](mailto:j.mitchell@bedfordcountyva.gov)  
 Address 122 East Main Street  
 Suite G-03  
 Bedford, VA 24523  
 Services Tower Reviews, Co-location Reviews, Ordinance Review, Master Planning, Lease Management Services

**Dinwiddie County, Virginia**

Contact Mark Bassett, Planning Director  
 Phone 804-469-4500  
 E-Mail [mbassett@dinwiddieva.us](mailto:mbassett@dinwiddieva.us)  
 Address PO Drawer 70  
 Dinwiddie, VA 23841  
 Services Tower Reviews, Co-location Reviews, Ordinance Review

**Rockbridge County, Virginia**

Contact Samuel Crickenberger, Planning Director  
 Phone 540-464-9662  
 E-mail [scrickenberger@rockbridgecountyva.gov](mailto:scrickenberger@rockbridgecountyva.gov)  
 Address 150 S. Main St, 2<sup>nd</sup> Floor  
 Lexington, VA 24450  
 Services Tower Reviews, Co-location Reviews, Ordinance Review

**Louisa County, Virginia**

Contact Allyson Finchum, Community Development Director  
 Phone 540-967-3430  
 E-Mail [Afinchum@louisa.org](mailto:Afinchum@louisa.org)  
 Address PO Box 160  
 Louisa, VA 23093  
 Services Tower Reviews, Co-location reviews, Ordinance Review

## **F. PROPOSED SUB-CONSULTANTS**

The Atlantic Group of Companies will NOT employ any sub-consultants on any project for Fluvanna County.

## **G. COST OF SERVICES**

Our prices are lump sum for New Tower Reviews and Co-location Reviews.  
Other services are by hourly rate.

## County of Fluvanna, VA – Telecommunications Facilities' Application Review

**H. CERTIFICATE OF NO COLLUSION****CERTIFICATION OF NO COLLUSION**

The undersigned, acting on behalf of Atlantic Technology Consultants, Inc., does hereby certify in connection with the procurement and bid to which this Certification of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (§§18.2-498.1 et seq.)

Harriet L. Condry  
Signature of Company Representative

Atlantic Technology Consultants, Inc.  
Name of Company

June 30, 2017  
Date

**ACKNOWLEDGEMENT**

STATE OF VIRGINIA  
FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of HARRIET CONDRY and dated June 30, 2017 was subscribed and sworn to before the undersigned notary public by Ronald Nicholson on June 30, 2017.

Ronald Nicholson  
Notary Public

My commission expires: Jul 31, 2019

**CODE OF VIRGINIA**

& 18.2-498.4. Duty to provide certified statement:

A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

A. Any person required to submit a certified statement as provided in paragraph A, above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

a false statement shall be guilty of a Class 6 felony. (1980, c.472)

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION**

8



## County of Fluvanna, VA – Telecommunications Facilities' Application Review

**I. OFFEROR STATEMENT****OFFEROR STATEMENT**

Undersigned Bidder hereby certifies that he/she has carefully examined all conditions and specifications of this invitation for Bid and hereby submits this bid pursuant to such instructions and instructions.

Harriet R. Condyles, VP & CEO

Type or Print Name & Title of Authorized Person

Harriet R. Condyles

Signature of Authorized Person Submitting This Bid

6/30/17

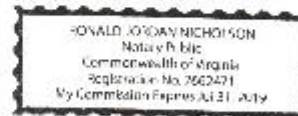
Date

SUBSCRIBED AND SWORN to before me by the above named

HARRIET CONDYLES on the 30 day of June, 2017

[Signature]

Notary Public in and for the State of Virginia



My commission expires: Jul 31 2019

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

## County of Fluvanna, VA – Telecommunications Facilities' Application Review

**J. VIRGINIA PROOF OF AUTHORITY**

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID.

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. ☒ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is 0542320-7.

B. ☐ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_.

C. ☐ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): \_\_\_\_\_

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Atlantic Technology Consultants, Inc.

Legal Name of Offeror/Bidder

Harriet R. Condyles

Date

7/1/2017

Authorized Signature

Harriet R. Condyles

Print or Type Name and Title

Harriet R. Condyles, VP + CEO

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

## County of Fluvanna, VA – Telecommunications Facilities' Application Review

**K. VENDOR DATA SHEET**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: Harriet R. Condyles Phone: 804-559-6004

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

20 Years 5 Months

4. Vendor Information:

FIN or FRI Number: 54-1993819 If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company: <u>Augusta County</u>	Contact: <u>John Wilkinson</u>
Phone: <u>540-245-5700</u>	Email: <u>jwilkinson@co.augusta.va.us</u>
Dates of Service: <u>Sept 2000 - current</u>	\$\$ Value: <u>Various billings from 2000 to 2017</u>

Company: <u>Bedford County</u>	Contact: <u>Jordan Mitchell</u>
Phone: <u>540-586-7616</u>	Email: <u>j.mitchell@bedfordcountyva.gov</u>
Dates of Service: <u>Dec 2000 - current</u>	\$\$ Value: <u>Various billings from 2000 - 2017</u>

Company: <u>Dinwiddie County</u>	Contact: <u>Mark Bassett</u>
Phone: <u>804-469-4500</u>	Email: <u>mbassett@dinwiddieva.us</u>
Dates of Service: <u>May 2001 - current</u>	\$\$ Value: <u>Various billings from 2001 to 2017</u>

Company: <u>Rockbridge County</u>	Contact: <u>Sam Crickenberger</u>
Phone: <u>540-464-9662</u>	Email: <u>scrickenberger@rockbridgecountyva.gov</u>
Dates of Service: <u>May 2001 - current</u>	\$\$ Value: <u>Various billings from 2001 to 2017</u>

I certify the accuracy of this information.

Signed: Harriet R. Condyles Title: VP + CEO

Date:

7/1/2017

PLEASE RETURN THIS PAGE WITH BID SUBMISSION



August 22, 2017

Cyndi Toler  
Purchasing Officer  
County of Fluvanna  
132 Main St.  
Palmyra, Va. 22963

Ms. Toler,

The following are firm prices for the services you requested:

1. Telecom Comp Plan/Ordinance Review- If Needed (Existing document) = \$150/hour.
  - a. Read, analyze and make recommendations  
  
Estimate of approx. 10 Hours to review the Comp Plan and make written suggestions for updates when needed.
2. Tower/Structure Leasing= \$150/hour
  - a. Develop Leasing Strategy for County owned Communications Towers and Water Tanks.
  - b. Organize Inquiry system for potential lease candidates.
  - c. Provider Legal documents for Right of Entry Testing, Easement and Leasing. 9Letter of Intent.)
  - d. Work with county on Sign Placement for Inquiries. (Reimbursement for signage.)
  - e. Meet with Inquiring Party
  - f. Have Party Provide Documents such as Site Plan, Structural Analysis etc.
  - g. Negotiate Lease (Tower and Ground) : Rent, Maintenance and Developmental Fees.
  - h. Meet with county Attorney, County Administrator etc. for Lease.
  - i. Present/Meet with BOS for review and Approval.
  - j. Remain Point of contact for project.

Average Project could be 10 to 15 hours.

**3. Conditional Use Permits (new WCF or rebuild of existing tower) = \$3,200.00 per Application**

- a. Office Application Administration and Evaluation, Applicant conference Call, Field Visit(s), Propagation Analysis generated by ATC, Comparative Propagation Analysis of Applicant, Site Plan Evaluation, Structural Analysis Review, Balloon Test Review, Photo Simulation Review, NIER Analysis Review, RF Justification Review, RF Interference Review, Fall Zone Certification Review, OSHA Safety Review
- b. Written Report (E-Copy/Digital)
- c. Staff/Applicant Meeting
- d. Planning Commission Meeting
- e. Board of Supervisor Meeting

**4. Co-location Reviews on Existing Towers: flat rate of \$900.00 per application.**

- a. The Co-location Review includes the following tasks: Office Application Administration and Evaluation, Field Visit(s), Propagation Analysis generated by ATC, Comparative Propagation Analysis of Applicant, Site Plan Evaluation, Structural Analysis Review, NIER Analysis Review, RF Justification Review, RF Interference Review, Fall Zone Certification Review, OSHA Safety Review
- b. Written Report (E-Copy/Digital)
- c. No Meetings

**5. Staff Member Hourly Rates:**

- a. Accounting/Financial Analysis/Audit.....(When Required).....\$100.00
- b. Communications Technician ...(When Required).....\$75.00

**6. Additional Services Rates:.....Scope To Be Determined**

Any questions, please feel free to contact.



George N. Condyles, IV  
President & COO

# FLUVANNA COUNTY BOARD OF SUPERVISORS

## AGENDA ITEM STAFF REPORT

# TAB D

<b>MEETING DATE:</b>	December 06, 2017				
<b>AGENDA TITLE:</b>	1ST ADDENDUM TO THE COMMUNICATIONS SYSTEM AGREEMENT FOR THE FLUVANNA PUBLIC SAFETY EMERGENCY COMMUNICATIONS RADIO SYSTEM FOR MAINTENANCE SERVICES				
<b>MOTION(s):</b>	I move the Board of Supervisors approve the 1 <sup>st</sup> Addendum to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System for Maintenance Services and further authorize the County Administrator to execute the Addendum subject to the County Attorney revisions for a proper agreement and approval as to form.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer ; Michael Grandstaff, Director of Communications				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	recommend approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>Ø Costs of the infrastructure Maintenance Services: <ul style="list-style-type: none"> <li>§ Initial Term (9-1-2017 to 6-30-218): \$88,106.52</li> <li>§ Renewal #1 (7-1-2018 to 6-30-2019): \$313,324.20</li> <li>§ Renewal #2 (7-1-2019 to 6-30-2020): \$336,606.72</li> <li>§ Renewal #3 (7-1-2020 to 6-30-2021): \$343,697.16</li> <li>§ Renewal #4 (7-1-2021 to 6-30-2022): \$365,827.56</li> </ul> </li> <li>Ø Cost may change slightly in the future when additional localities join our System. Those localities would then share in the Maintenance cost of the Core of our System.</li> <li>Ø Services included <ul style="list-style-type: none"> <li>§ 24x7x365 Technical Support</li> <li>§ Network Hardware Repair</li> <li>§ Security Patching</li> <li>§ Onsite Support (Dispatch and Onsite Response)</li> <li>§ Annual Preventive Maintenance</li> <li>§ Network Event Monitoring</li> <li>§ Microwave Repair</li> </ul> </li> </ul>				
<b>FISCAL IMPACT:</b>	Ø Cost Stated above				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>· 1ST ADDENDUM TO THE COMMUNICATIONS SYSTEM AGREEMENT FOR THE FLUVANNA PUBLIC SAFETY EMERGENCY COMMUNICATIONS RADIO SYSTEM FOR MAINTENANCE SERVICES</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X		X		

**COUNTY OF FLUVANNA, VIRGINIA**

**1<sup>ST</sup> ADDENDUM TO THE COMMUNICATIONS SYSTEM AGREEMENT FOR THE  
FLUVANNA PUBLIC SAFETY EMERGENCY COMMUNICATIONS RADIO SYSTEM  
FOR MAINTENANCE SERVICES**

This 1<sup>st</sup> Addendum (“Addendum”) is made the \_\_\_\_ day of \_\_\_\_\_, 2017 between the County of Fluvanna, a political subdivision of the Commonwealth of Virginia (“**Customer**”), and Motorola Solutions, Inc., a Delaware Corporation authorized to transact business in Virginia (“**Motorola**”), and is an addendum to, amends and modifies the **COMMUNICATIONS SYSTEM AGREEMENT** between the Customer and Motorola dated June 25, 2015, as previously modified by:

- a) First Amendment and Modification dated the 27th day of May, 2016 (the “First Modification”);
- b) Second Amendment and Modification dated the 16th day of June, 2016;
- c) Third Amendment and Modification dated the 16th day of June, 2016;
- d) Fourth Amendment and Modification dated the 16th day of June, 2016; and
- e) Fifth Amendment and Modification dated the 17<sup>th</sup> day of November, 2016;
- f) Sixth Amendment and Modification dated the 16<sup>th</sup> day of March, 2017; and
- g) Seventh Amendment and Modification dated the 12<sup>th</sup> day of September, 2017;

The **COMMUNICATIONS SYSTEM AGREEMENT**, as amended and with all exhibits thereto, shall be referred to herein collectively as the “Agreement.”

**WHEREAS**, the Customer wishes to purchase certain maintenance services under that Agreement pursuant to Section 3.5 thereof and Motorola wishes to sell such maintenance services to the Customer. Therefore, the parties wish to modify and amend of the Agreement as laid out herein and further wish to formalize their agreement by this Addendum to the Agreement hereby; and

**THEREFORE**, for good and valuable consideration, the parties hereby agree as follows:

1. **The Agreement:** All capitalized terms used herein shall have the same meaning as defined terms of the Agreement except as modified hereby or if the context requires otherwise.
2. **Exhibits:**
  - Exhibit 1: Service Terms and Conditions;**
  - Exhibit 2: Equipment List;**
  - Exhibit 3: Fluvanna County Post-Warranty Pricing; and**
  - Exhibit 4: Service Agreement US000007168** (hereinafter collectively the “Exhibits”)

The foregoing Exhibits are incorporated herein in their entirety by reference as material provisions of this Addendum.

3. **Additional Services:**

- a. This Addendum does not modify the general terms of the Agreement, but is intended to add maintenance services consistent with the Agreement, with specific reference to Section 3.5 thereof.
  - b. The Additional Services are those Maintenance Services described herein, in the Agreement and as more specifically described and defined in the Exhibits hereto.
  - c. Motorola agrees to provide all those services described in the exhibits hereto which includes without limitation, maintenance, updates, upgrades, repair, inspections, labor, materials and other services (the "Maintenance Services") during the Coverage Dates (defined below in \_\_\_\_\_) related to the Customer's System (as defined in the Agreement) and the equipment on the Equipment List as more specifically described in the Exhibits hereto, with specific reference to Exhibits.
  - d. In performing any Maintenance Services and under this Addendum Motorola agrees that:
    - i. Motorola shall furnish all labor, equipment, materials, and services necessary for performing the Maintenance Services during the Coverage Dates.
    - ii. Motorola shall comply with applicable local, state and federal requirements while performing work.
    - iii. Motorola shall review safety plans with Customer prior to beginning any work.
    - iv. Motorola shall coordinate all work with the Customer to minimize site disturbance and service impacts.
    - v. Motorola shall report any safety concerns, near misses, accidents and injuries related to the work area to the Customer immediately.
    - vi. Motorola shall replace or repair any defective installation for ninety (90) days' or manufacturer's defect within one (1) year from Customer's acceptance of completed work at no additional cost (a "warranty repair"). This shall apply to all Maintenance Services performed by Motorola under this Addendum.
    - vii. Motorola shall assure that all employees who will be performing the Services receive any required training necessary to perform the work and, if applicable, have any licensures, certifications or other prerequisite. The Customer reserves the right to review any Motorola training, licensure, or certification documentation upon request.
    - viii. Motorola will provide the Maintenance services in a good and workmanlike manner so as to pass without exception in the industry and so as to meet or exceed all requirements of the Addendum, all Exhibits hereto and the Agreement.
- 4. Coverage Dates:** The Maintenance Services required under this Addendum will begin on September 1, 2017 and will continue through June 30, 2018 (the "Initial Term"). Unless the Customer gives Motorola notice of termination of the Maintenance Services under this Addendum, this addendum for Maintenance Services will automatically renew for an additional one-year period of Maintenance Services; and shall continue to renew automatically thereafter annually for a total of four (4) renewals, with the last renewal



term ending on June 30, 2022. The Initial Term and any and all renewal terms are referred to as the Coverage Dates.

- 5. Costs of the Maintenance Services:** The cost of the Maintenance Services shall be as stated in Exhibit 3 being:
- a. Initial Term (9-1-2017 to 6-30-218): \$88,106.52**
  - b. Renewal #1 (7-1-2018 to 6-30-2019): \$313,324.20**
  - c. Renewal #2 (7-1-2019 to 6-30-2020): \$336,606.72**
  - d. Renewal #3 (7-1-2020 to 6-30-2021): \$343,697.16**
  - e. Renewal #4 (7-1-2021 to 6-30-2022): \$365,827.56**

Renewals #1-#4 shall be at the Customer's option in its sole discretion and nothing herein requires the Customer to renew the Maintenance Services under this Addendum. The Customer shall not be billed for any Maintenance Services not actually received or after any termination of the Maintenance Services. The cost of the Maintenance Services for the Initial Term shall be payable within 45 days' of execution of this Addendum by the Customer. Thereafter, Motorola will invoice the Customer for each annual renewal term in advance, with payment due within 45 days' of receipt of proper invoice by the Customer or within 45 days' of the beginning date of that current renewal term, whichever is later. In the event that the Maintenance Services are terminated for any reason prior to the expiration of the current coverage year, the Customer shall receive a pro-rata reimbursement from Motorola of the total Preventive Maintenance Services cost hereunder based on the number of days left in the coverage year for which services will not be provided by reason of such termination. In the event that the Maintenance Services are terminated by the Customer for any reasons prior to the Customer paying Motorola the annual payment for Maintenance Services, the Customer shall pay Motorola a pro-rata portion of the annual payment based on the number of days of services were actually rendered to the Customer by Motorola prior to said termination.

- 6. Change in Project Manager and Notices:** Under Section 6.1 of the Agreement, the Customer hereby notifies you that its Project Manager is modified to be Michael Grandstaff with the Fluvanna County Sheriff's Office effective September 17, 2017 (his contact information appears below). The legal address for the Customer for delivery of Notices under Section 16.8 of the Agreement and other documents related to the administration of the Agreement are modified as follows:

County of Fluvanna  
 ATTN: Ms. Cyndi Toler  
 P.O. Box 540  
 Palmyra, VA 22963  
 Telephone: (434) 591-1930  
 Facsimile: (434) 591-1911  
 Email: [ctoler@fluvanna.org](mailto:ctoler@fluvanna.org); and

Fluvanna County Sheriff's Office  
 ATTN: Michael Granstaff

160 Commons Blvd.  
 Palmyra, VA 22963  
 Main 434-589-8211  
 Direct 434-591-2005  
 Cell 434-305-0744  
 Fax 434-591-2009  
 Email [mgrandstaff@fluvannasheriff.com](mailto:mgrandstaff@fluvannasheriff.com)

With a Copy to:  
 Fluvanna County Attorney  
 Attn: Kristina M. Hofmann, Assistant County Attorney  
 414 East Jefferson Street  
 Charlottesville, VA 22902

- 7. Conflicts:** If there are any conflicts between the provisions of this Addendum (including the exhibits hereto) and the provisions of the Agreement, the provisions of this Addendum will prevail. Whenever possible this Addendum and the Agreement shall be read together. **Except as specifically amended hereby, the Agreement remains in full force and effect.**

**Witness the following duly authorized signatures and seals:**

**Motorola Solutions, Inc.**

Executed By: \_\_\_\_\_

Printed \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Fluvanna County**

Executed By: \_\_\_\_\_

Printed \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

\_\_\_\_\_  
 Motorola Solutions Project Manager

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

\_\_\_\_\_  
 Fluvanna County Project Manager

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
 Fluvanna County Attorney, by Kristina M. Hofmann, Assistant County Attorney

## **Exhibit 1**

### **Service Terms and Conditions**

Motorola Solutions Inc. ("Motorola") and the County of Fluvanna, a political subdivision of the Commonwealth of Virginia and the Fluvanna County Sheriff's Office (collectively "Customer") hereby agree as follows:

#### **Section 1. APPLICABILITY**

These Maintenance Service Terms and Conditions apply to service contracts whereby Motorola will provide to Customer either (1) maintenance, support, or other services under a Motorola Services Agreement or that 1st Addendum to the Communications System Agreement, or (2) installation services under a Motorola Installation Agreement.

#### **Section 2. DEFINITIONS AND INTERPRETATION**

2.1. "Agreement" means the 1st Addendum to the Communications System Agreement to which this is attached, these Maintenance Service Terms and Conditions; the cover page for the Service Agreement or the Installation Agreement, as applicable; and any other attachments, all of which are incorporated herein by this reference. In interpreting this Agreement and resolving any ambiguities, these Maintenance Service Terms and Conditions take precedence over any cover page, and the cover page takes precedence over any attachments, unless the cover page or attachment states otherwise.

2.2. "Equipment" means the equipment that is specified in the attachments including the "Equipment List", and such Equipment includes the equipment as modified, replaced, or upgraded hereunder or any equipment which is subsequently added to this Agreement.

2.3. "Services" means those installation, maintenance, support, training, and other services described in this Agreement.

#### **Section 3. ACCEPTANCE**

Customer accepts these Maintenance Service Terms and Conditions and agrees to pay the prices set forth in the Agreement. This Agreement becomes binding only when the 1st Addendum to the Communications System Agreement is executed by all parties. The term of this Agreement begins on the "Start Date" indicated in this Agreement.

#### **Section 4. SCOPE OF SERVICES**

4.1. Motorola will provide the Services described in this Agreement or in a more detailed statement of work or other document attached to this Agreement. At Customer's request, Motorola may also provide additional services at Motorola's then-applicable rates for the services, but only upon execution of a written amendment to the Radio System Maintenance Agreement signed by all parties.

4.2. If Motorola is providing Services for Equipment, Motorola parts or parts of equal quality will be used; the Equipment will be serviced at levels set forth in the manufacturer's product manuals; and routine service procedures that are prescribed by Motorola will be followed.

4.3. If Customer purchases from Motorola additional equipment that becomes part of the same system as the initial Equipment, the additional equipment may be added to this Agreement and will be billed at the applicable rates after the warranty for that additional equipment expires, but only upon execution of a written amendment to the Radio System Maintenance Agreement signed by all parties.

4.4. Motorola acknowledges that all Equipment is in good working order on the Start Date. The parties will acknowledge that additional equipment is in good working order when it is added to the Agreement. Upon reasonable request by Motorola, Customer will provide a complete serial and model number list of the Equipment. Customer must promptly notify Motorola in writing when any Equipment is lost, damaged, stolen or taken out of service. Customer's obligation to pay Service fees for this Equipment will terminate at the end of the month in which Motorola receives the written notice or the month in which Motorola has actual knowledge that such equipment is lost, damaged, stolen or taken out of services, whichever is sooner.

4.5. Customer must specifically identify any Equipment that is labeled intrinsically safe for use in hazardous environments.

4.6. If Equipment cannot, in Motorola's reasonable opinion, be properly or economically serviced for any reason beyond the reasonable control of Motorola (to include its affiliates and subsidiaries), Motorola may reasonably modify the scope of Services related to that Equipment or remove that Equipment from the Agreement; upon written consent to do so from Customer, which shall not be unreasonably withheld or delayed.

4.7. Customer must promptly notify Motorola of any Equipment failure. Motorola will respond to Customer's notification in a manner consistent with the level of Service purchased as indicated in this Agreement.

## **Section 5. EXCLUDED SERVICES**

Service excludes the repair or replacement of Equipment that has become defective or damaged from use in other than the normal, customary, intended, and authorized manner; use not in compliance with applicable industry standards; excessive wear and tear; or accident, liquids, power surges, neglect, acts of God or other force majeure events.

5.1. Unless specifically included in this Agreement, Service excludes items that are consumed in the normal operation of the Equipment, such as batteries or magnetic tapes.; upgrading or reprogramming Equipment; accessories, belt clips, battery chargers, custom or special products, modified units, or software; and repair or maintenance of any transmission line, antenna, microwave equipment, tower or tower lighting, duplexer, combiner, or multicoupler. Motorola has no obligations for any transmission medium, such as telephone lines, computer networks, the internet or the worldwide web, or for Equipment malfunction caused by the transmission medium.

## **Section 6. TIME AND PLACE OF SERVICE**

Service will be provided at the location specified in this Agreement. When Motorola performs service at Customer's location, Customer will provide Motorola, at no charge, a non-hazardous work environment with adequate shelter, heat, light, and power and with full and free access to the Equipment. Waivers of liability from Motorola or its subcontractors will not be imposed as a site access requirement. Customer will provide all information pertaining to the hardware and software elements of any system with which the Equipment is interfacing so that Motorola may perform its Services.

Unless otherwise stated in this Agreement, the hours of Service will be 8:30 a.m. to 4:30 p.m., local time, excluding weekends and holidays. Unless otherwise stated in this Agreement, the price for the Services exclude any charges or expenses associated with helicopter or other unusual access requirements; if these charges or expenses are reasonably incurred by Motorola in rendering the Services, Customer agrees to reimburse Motorola for those charges and expenses, but only if such specific charges are approved by an authorized representative of Customer in writing in advance of each such charge or expense.

## **Section 7. CUSTOMER CONTACT**

Customer will provide Motorola with designated points of contact (list of names and phone numbers) that will be available twenty-four (24) hours per day, seven (7) days per week, and an escalation procedure to enable Customer's personnel to maintain contact, as needed, with Motorola. The Customer Contract is Michael Granstaff whose contact information is: Michael Granstaff, Director of Communications

Fluvanna County Sheriff's Office

160 Commons Blvd.

Palmyra, VA 22963

Main 434-589-8211

Direct 434-591-2005

Cell 434-305-0744

Fax 434-591-2009

Email [mgrandstaff@fluvannasheriff.com](mailto:mgrandstaff@fluvannasheriff.com)

## **Section 8. PAYMENT**

Unless alternative payment terms are stated in this Agreement, Motorola will invoice Customer in advance for

each payment period. All other charges will be billed monthly, and Customer must pay each invoice in U.S. dollars within forty-five (45) days of the invoice date. The County of Fluvanna is a tax-exempt political subdivision of the Commonwealth of Virginia and will provide Motorola with its tax-exempt certificate upon request.

## **Section 9. WARRANTY**

Motorola warrants that its Services under this Agreement will be free of defects in materials and workmanship for a period of ninety (90) days from the date the performance of the Services are completed. In the event of a breach of this warranty, Customer's sole remedy is to require Motorola to re-perform the non-conforming Service or to refund, on a pro-rata basis, the fees paid for the non-conforming Service. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

## **Section 10. DEFAULT/TERMINATION**

10.1. If either party defaults in the performance of this Agreement, the other party will give to the non-performing party a written and detailed notice of the default. The non-performing party will have thirty (30) days thereafter to provide a written plan to cure the default that is acceptable to the other party and begin implementing the cure plan immediately after plan approval. If the non-performing party fails to provide or implement the cure plan, then the injured party, in addition to any other rights available to it under law, may immediately terminate this Agreement effective upon giving a written notice of termination to the defaulting party.

10.2. Any termination of this Agreement for cause owing to a default of Motorola will terminate any annual payment or other payment obligations of the Customer for services hereunder and shall be prorated and refunded to the Customer for the period after such termination for which Motorola was prepaid. Upon the effective date of termination, Motorola will have no further obligation to provide Services.

## **Section 11. LIMITATION OF LIABILITY**

Except for personal injury or death, Motorola's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price Service provided under this Agreement, including all renewals and extensions hereof. ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT MOTOROLA WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT OR THE PERFORMANCE OF SERVICES BY MOTOROLA PURSUANT TO THIS AGREEMENT.

## **Section 12. EXCLUSIVE TERMS AND CONDITIONS**

12.1. This Agreement supersedes all prior and concurrent agreements and understandings between the parties, whether written or oral, related to the Services, and there are no agreements or representations concerning the subject matter of this Agreement except for those expressed herein. The Agreement may not be amended or modified except by a written agreement signed by authorized representatives of both parties.

12.2. Customer agrees to reference this Agreement on any purchase order issued in furtherance of this Agreement, however, an omission of the reference to this Agreement will not affect its applicability. In no event will either party be bound by any terms contained in a Customer purchase order, acknowledgement, or other writings unless: the purchase order, acknowledgement, or other writing specifically refers to this Agreement; clearly indicate the intention of both parties to override and modify this Agreement; and the purchase order, acknowledgement, or other writing is signed by authorized representatives of both parties.

## **Section 13. PROPRIETARY INFORMATION; CONFIDENTIALITY; INTELLECTUAL PROPERTY RIGHTS**

13.1. Any information or data in the form of specifications, drawings, reprints, technical information or otherwise furnished to Customer under this Agreement will remain Motorola's property, will be deemed proprietary, will be kept confidential, and will be promptly returned at Motorola's request, but only to the extent as to meet the requirements of proprietary information under law. Customer may not disclose, without Motorola's written permission or as required by law (including, without limitation, under the Virginia Freedom of Information Act), any proprietary information or data to any person, or use proprietary information or data for any purpose other than performing its obligations under this Agreement or to comply with applicable law or a court order. The obligations set forth in this Section survive the expiration or termination of this Agreement.

13.2. Unless otherwise agreed in writing, no commercial or technical information disclosed in any manner or at any time by Customer to Motorola will be deemed secret or confidential. Motorola will have no obligation to

provide Customer with access to its confidential and proprietary information, including cost and pricing data except if required by applicable law.

13.3. This Agreement does not grant directly or by implication, estoppel, or otherwise, any ownership right or license under any Motorola patent, copyright, trade secret, or other intellectual property, including any intellectual property created as a result of or related to the Equipment sold or Services performed under this Agreement.

#### **Section 14. FCC LICENSES AND OTHER AUTHORIZATIONS**

Customer is solely responsible for obtaining licenses or other authorizations required by the Federal Communications Commission or any other federal, state, or local government agency and for complying with all rules and regulations required by governmental agencies. Neither Motorola nor any of its employees is an agent or representative of Customer in any governmental matters.

#### **Section 15. Intentionally Omitted.**

#### **Section 16. MATERIALS, TOOLS AND EQUIPMENT**

All tools, equipment, dies, gauges, models, drawings or other materials paid for or furnished by Motorola for the purpose of this Agreement will be and remain the sole property of Motorola. Customer will safeguard all such property while it is in Customers custody or control, be liable for any loss or damage to this property, and return it to Motorola upon request.

This property will be held by Customer for Motorola's use without charge and may be removed from Customers premises by Motorola at any time without restriction.

#### **Section 17. GENERAL TERMS**

17.1. If any court renders any portion of this Agreement unenforceable, the remaining terms will continue in full force and effect.

This Agreement and the rights and duties of the parties will be interpreted in accordance with the laws of the Commonwealth of Virginia.

17.2. Failure to exercise any right will not operate as a waiver of that right, power, or privilege.

17.3. Neither party is liable for delays or lack of performance resulting from any causes that are beyond that party's reasonable control, such as strikes, material shortages, or acts of God.

17.4. Motorola may subcontract any of the work, but subcontracting will not relieve Motorola of its duties under this Agreement.

17.5. Except as provided herein, neither Party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party which will not be unreasonably withheld. Any attempted assignment, delegation, or transfer without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment upon written notice to Customer, but without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a "Separated Business"), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a "Separation Event"), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event. Notwithstanding the foregoing, Motorola may not assign this Agreement or any of its rights or obligations hereunder if it would violate applicable law or if the assignee is not licensed to transact business in Virginia.

17.6. THIS AGREEMENT WILL RENEW, FOR AN ADDITIONAL ONE (1) YEAR TERM, ON EVERY ANNIVERSARY OF THE START DATE UNLESS EITHER THE COVER PAGE SPECIFICALLY STATES A TERMINATION DATE OR ONE PARTY NOTIFIES THE OTHER IN WRITING OF ITS INTENTION TO DISCONTINUE THE AGREEMENT NOT LESS THAN THIRTY (30) DAYS OF THAT ANNIVERSARY DATE. At the anniversary date Motorola may adjust the price of the Services to reflect its current rates.

17.7. If Motorola provides Services after the termination or expiration of this Agreement and such work is

approved by an authorized representative of Customer in advance in a written work order or request, the terms and conditions in effect at the time of the termination or expiration will apply to those Services and Customer agrees to pay for those services on a time and materials basis at Motorola's then effective hourly rates.

17.8 This Agreement may be executed in one or more counterparts, all of which shall be considered part of the Agreement. The parties may execute this Agreement in writing, or by electronic signature, and any such electronic signature shall have the same legal effect as a handwritten signature for the purposes of validity, enforceability and admissibility. In addition, an electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document.

# Fluvanna County Advanced Services Statement of Work

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This Statement of Work (SOW), including all of its subsections and attachments is an integral part of the Services Agreement or other signed agreement between Motorola Solutions, Inc. (Motorola) and Customer ("Agreement") and is subject to the terms and conditions set forth in the Agreement.

Advanced Plus Services are Network Event Monitoring, Technical Support, Network Hardware Repair, Remote Security Patch Installation, OnSite Support, Annual Preventive Maintenance and Network Updates. Each of these services are summarized below and expanded upon in the in the appendices A, B, C, D, E, F and G. In the event of a conflict between the Sections below and an individual SOW Subsection, the individual SOW Subsection prevails.

### **Advanced Plus Services**

Motorola's Advanced Plus Services are designed for customers who would benefit from Motorola's support experience. Advanced Plus Services are delivered through a combination of centralized resources within Motorola's Solutions Support Center (SSC) collaborating with authorized local field services delivery resources that are experienced in managing mission critical networks and associated technologies. The MSI SSC operates 24 x 7 x 365, leveraging field resources that are either dedicated to the network or engaged as needed.

Advanced Plus Services applies to fixed end communications network equipment located at the network core, RF site and dispatch sites. Advanced Plus Services do not include maintenance of mobile or portable devices, or network backhaul.

The services described in this SOW will be performed in accordance with the Customer Support Plan (CSP) agreed upon by the parties.

The CSP will define the system elements covered under Advanced Plus Services. The division of responsibilities between Motorola and Customer shall be defined and documented in the Appendices of this SOW, the Advanced Plus Services CSP and other portions of the Agreement.

### **Customer Support Plan (CSP)**

The Advanced Plus Services Statement of Work summarizes Motorola's delivery approach and standard goals. Since individual customer technologies, systems, operating environments, and operational capabilities differ, the outlined services approach in the Advanced Plus Services SOW will be adapted to each Customer's own environment and unique needs via the CSP.

The CSP is a critical component of this SOW and, once created, will automatically become integrated into this SOW by this reference. Motorola and Customer will collaborate to define the Customer-specific processes, procedures, network information, and other relevant support details required to perform the Services set forth in the Advanced Plus Services SOW.

### **Centralized Service Delivery**

Network Event Monitoring provides for real time continuous event management for radio communications networks. The SSC Network Operations Center utilizes sophisticated tools for remote monitoring and event characterization of customer communications networks. When an event is detected, technologists acknowledge and assess the situation, and initiate a defined response. Appendix A contains the SOW for Network Event Monitoring.

Technical Support provides telephone consultation for technical issues that require a high level of ASTRO 25 network experience and troubleshooting capabilities. Technical Support is delivered through the Motorola Solution Support Center (SSC) by a staff of technical support specialists skilled in diagnosis and swift resolution of infrastructure performance and operational issues. Motorola applies leading industry standards in recording, monitoring, escalating and reporting for Technical Support calls from its contracted customers, reflecting the importance of maintaining mission critical systems. Appendix B contains the SOW for Technical Support.

The Service Desk provides a single point of contact for all Service related items, including communications

between Customer, Third-Party Subcontractors, and Motorola. The Service Desk provides an ingress/egress point for Service Requests, Service Incidents, Changes, and Dispatch. All incoming transactions through the Service Desk are recorded, tracked and updated through the Motorola Customer Relationship Management (CRM) system. Key responsibilities are: Documentation of customer inquiries, requests, concerns and related tickets. Tracking and resolution of issues, and timely communication with all stakeholders is based on the nature of the incident and the requirements of the CSP. The Services Desk will manage service requests received from authorized parties and will coordinate the appropriate response with Customer and third parties, as necessary.

### **Field Service Delivery**

Advanced Plus Services are provided by authorized local field Services delivery resources. Annual Preventive Maintenance and OnSite Support are both managed from the SSC, but delivered by authorized local field services resources.

OnSite Support provides local, trained and qualified technicians who arrive at the customer location upon a dispatch service call to diagnose and restore the communications network. This involves running diagnostics on the hardware or FRU (Field Replacement Unit) and replacing defective infrastructure or FRU. The system technician will respond to the customer location based on predefined severity levels. Appendix E contains the SOW for Onsite Support.

Annual Preventive Maintenance Service provides proactive, regularly scheduled operational test and alignment of infrastructure and network components to continually meet original manufacturer's specifications. Certified field technicians perform hands-on examination and diagnostics of network equipment on a routine and prescribed basis. Appendix F contains the SOW for Annual Preventive Maintenance.

### **Network Hardware Repair**

Motorola provides a hardware repair service for all of the Motorola and select third-party infrastructure equipment supplied by Motorola. The Motorola authorized Repair Depot manages and performs the repair of Motorola supplied equipment as well as coordinating the equipment repair logistics process. Appendix C contains the SOW for Network Hardware Repair.

Network Hardware Repair with Advanced Replacement is a purchasable option under which Motorola will provide Customer with an advanced replacement unit(s) or Field Replacement Units (FRUs) as they are available in exchange for Customer's malfunctioning equipment. Malfunctioning equipment will be evaluated and repaired by the infrastructure repair depot and returned to depot's FRU inventory upon completion of repair. Customers who prefer to maintain their existing FRU inventory have an option to request a "Loaner" FRU while their unit is being repaired. If purchased, an appendix with the Network Hardware Repair with Advanced Replacement SOW will be included at the end of this document.

### **Security Management Operations**

#### **Remote Security Patch Installation**

Motorola maintains a dedicated vetting lab for each supported ASTRO 25 release for the purpose of pre-testing security updates. In some cases, when appropriate, Motorola will make the updates available to outside vendors, allow them to test, and then incorporate those results into this offering. Once tested, Motorola posts the updates to a secured extranet website and sends an email notification to the customer. If there are any recommended configuration changes, warnings, or workarounds, Motorola will provide detailed documentation along with the updates on the website. In addition to testing the security updates, Remote Security Patch Installation includes remote installation of the updates. Appendix D contains the SOW for Remote Security Patch Installation.

### **Network Updates**

Network Updates Service is a comprehensive approach to technology sustainment of the ASTRO 25 system. It incorporates both software and hardware updates aligned with the ASTRO 25 platform lifecycle so the

customer's system is maintained at a high level of support. Network Updates service provides a complete package of hardware, software and implementation services required to update the ASTRO 25 system with an equivalent level of functionality.

Network Updates enable the ASTRO 25 system to function at high levels of operation over time, and allow for feature enhancement and system expansion, such as expansion of RF sites, dispatch positions, data sub-systems, network management positions, while maximizing the lifespan of the investment. Network updates provide access to the latest available standard and optional features (optional features may require an additional fee for licensing and hardware). Software and hardware updates to platform components optimize the availability of repair services support and may also provide increased capacity and processing capability. Live network updates are performed with minimal interruption to system operation and with minimal reliance on owner resources. Appendix G contains the SOW for Network Updates.

## **My View Portal**

MyView Portal is a web-based platform that provides a transparent, single source view of network maintenance and operations along with historical system and service delivery information. It can be accessed from a desktop, laptop or tablet web browser.

Event Monitoring Reports: See resolution status for incidents and notifications by severity level.

Technical Support: View case status details to compare them to committed response times.

OnSite Support: Observe case details by severity level and track the progress of onsite support issue resolution.

Annual Preventive Maintenance: Access the maintenance status for all sites and quickly identify actions needed to take to optimize system performance.

Network Hardware Repair: Track return material authorizations (RMAs) shipped to our repair depot and eliminate the need to call for status updates.

Security Patching: Receive automated patch downloads and status on completed updates.

System Upgrade Notifications: View hardware and software updates in addition to alerts to areas that need compliance attention

Trending Reports: Access up to 13 months of historical data and system activity to analyze case management.

Asset and Contract Information: View all the assets purchased for the network, recent orders, and contract information.

The data presented in MyView Portal is in support of the appendix SOW's which provide the terms of any service delivery commitments associated with this data.

## Appendix A: Network Event Monitoring Statement of Work

Network Event Monitoring provides real-time fault monitoring for radio communications networks on a continuous basis. Network Event Monitoring utilizes sophisticated tools for remote monitoring and event characterization of your communications networks. When an event is detected, skilled technologists acknowledge and assess the situation, and initiate a defined response.

The terms and conditions of this Statement of Work (SOW) are an integral part of Motorola's Service Agreement or other applicable agreement to which it is attached and made a part thereof by this reference.

### 1.0 Description of Network Event Monitoring Services

Network Event Monitoring is a service designed to monitor elements of a communication system for events, as set forth in the [Monitored Elements Table](#). When the SSC detects an event, then, based on the severity of the event, trained technologists acknowledge and remotely diagnose the event and initiate an appropriate response in accordance with the customer handling procedure. Appropriate responses could include, but are not limited to, continuing to monitor the event for further development, attempting remote remediation via engagement of Technical Support resources, or initiating dispatch of a Field Servicer ("Servicer") for onsite remediation if required.

#### 1.1 Availability

Network Event Monitoring is available 24 hours a day, 7 days a week. Network Event Monitoring availability is based on the level of contracted service and defined in the Customer Support Plan (CSP).

#### 1.2 Geographic Availability

Network Event Monitoring is a globally provided service unless limited by data export control regulations. Timeframes are based on the customer's local time zone.

#### 1.3 Inclusions

Network Event Monitoring can be delivered on Motorola sold infrastructure as stated in the [Monitored Elements Table](#).

#### 1.4 Limitations and Exclusions

- 1.4.1 Does not include monitoring of anything outside of the radio network or monitoring of infrastructure provided by a third party, unless specifically stated. Monitored elements must be within the radio network and capable of sending traps to the Unified Event Manager (UEM).
- 1.4.2 Additional support charges above and beyond the contracted service agreement fees may apply if Motorola determines that system faults were caused by the customer making unauthorized changes to critical system parameters if such charges are approved by Customer in advance in writing.
- 1.4.3 The following activities are outside the scope of the Network Monitoring service, but are optional services that are available to remote Network Monitoring customers at an additional cost:
  - Emergency on-site visits required to resolve technical issues that cannot be resolved by SSC working remotely with the local customer technical resource.
  - System installations, upgrades, and expansions.
  - Customer training.
  - Hardware repair and/or exchange.
  - Network security services.
  - Network transport (WAN ports, WAN cloud, redundant paths).
  - Information Assurance.
  - Any services not expressly included in this statement of work.

- 1.4.4 Reference the event catalogue to confirm monitored equipment.

#### 1.5 Motorola has the following responsibilities:

- 1.5.1 Provide dedicated connectivity through a network connection necessary for monitoring communication networks. The [Connectivity Matrix](#) further describes the connectivity options.
- 1.5.2 If determined necessary by Motorola, provide Motorola owned equipment for monitoring system elements. If Motorola installs or replaces Motorola owned equipment, the type of equipment and location installed is listed in the [Motorola Owned & Supplied Equipment Table](#).
- 1.5.3 Verify connectivity and event monitoring prior to system acceptance or start date.
- 1.5.4 Monitor system continuously during hours designated in the CSP in accordance with the pre-defined times specified in the [Engagement Matrix](#).
- 1.5.5 Remotely access the customer's system to perform remote diagnosis as permitted by customer pursuant to the [Connectivity Matrix](#).
- 1.5.6 Create a case, as necessary. Gather information to perform the following:
  - Characterize the issue
  - Determine a plan of action
  - Assign and track the case to resolution.
- 1.5.7 Cooperate with customer to coordinate transition of monitoring responsibilities between Motorola and customer as specified in section 1.6.12 and 1.6.12.1.
- 1.5.8 Maintain communication as needed with the customer in the field until resolution of the case
- 1.6 The Customer has the following responsibilities:
  - 1.6.1 Allow Motorola continuous remote access to enable the monitoring service.
  - 1.6.2 Provide continuous utility service to any Motorola equipment installed or utilized at customer's premises to support delivery of the service. Customer acknowledges Risk of loss to any Equipment provided to Customer as part of the Services will reside with Customer upon delivery and will remain with Customer until Equipment is returned to Motorola or its authorized representative.
  - 1.6.3 Provide Motorola with predefined customer information and preferences prior to Start Date necessary to complete the CSP, including, but not limited to:
    - Case notification preferences and procedure
    - Repair Verification Preference and procedure
    - Database and escalation procedure forms.
    - Submit changes in any information supplied to Motorola and included in the CSP to the CSM.
  - 1.6.4 Provide the following information when initiating a service request:
    - Assigned system ID number
    - Problem description and site location
    - Other pertinent information requested by Motorola to open a Case.
  - 1.6.5 Notify the SSC when customer performs any activity that impacts the system. (Activity that impacts the system may include, but is not limited to, installing software or hardware upgrades, performing upgrades to the network, renaming elements or devices within the network, or taking down part of the system to perform maintenance.)
  - 1.6.6 Allow Servicers access to equipment (including any connectivity or monitoring equipment) if remote service is not possible.
  - 1.6.7 Allow Servicers access to remove Motorola owned monitoring equipment upon cancellation of service.
  - 1.6.8 Provide all customer managed passwords required to access the customer's system to Motorola upon request or when opening a case to request service support or enable response to a technical issue.
  - 1.6.9 Pay additional support charges above and beyond the contracted service agreements that may apply if it is determined that system faults were caused by the customer making unauthorized changes to critical system parameters if such charges are approved by Customer in advance in writing.
  - 1.6.10 Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the monitoring service.
  - 1.6.11 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the services described in this SOW.
  - 1.6.12 Contact Motorola to coordinate transition of monitoring when monitoring responsibility is to be

transferred to or from Motorola. (I.e. normal business hours to after-hours monitoring) as set forth in pre-defined information provided by customer CSP.

1.6.12.1 Upon contact, customer must provide customer name, site id, status on any open cases, severity level, and brief description of case and action plan to Motorola.

1.6.13 Acknowledge that cases will be handled in accordance with the times and priorities as defined in the Engagement Matrix.

1.6.14 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the Network Event Monitoring.

## Engagement Matrix

The event types are based on the defined levels as follows:

Severity Level	Severity Definition	Engagement Times
1	<p>This is defined as a critical/major incident that causes the system and/or infrastructure to experience a loss of call processing functionality and no work-around or immediate solution is available.</p> <p>The following are examples of this kind of failure:</p> <ul style="list-style-type: none"> <li>o 33% of call processing resources impaired</li> <li>o Remote Site/subsystem severed</li> <li>o Site Environment alarms: <ul style="list-style-type: none"> <li>o Smoke</li> <li>o Unauthorized access</li> <li>o Temperature</li> <li>o Power failure</li> </ul> </li> </ul>	Response provided 24 hours, 7 days a week, including US Holidays.
2	<p>This is defined as a moderate/minor incident that causes the system to operate with a continuous reduction in capacity or functionality of core services (core services include, voice, data or network management).</p> <p>The following are examples of this kind of failure:</p> <ul style="list-style-type: none"> <li>o Less than 33% of call processing resources impaired</li> <li>o Failure of a single redundant component</li> </ul>	Response provided 8 x 5 on standard business days, which is normally Monday through Friday 8AM to 5PM, excluding US Holidays.
3	<p>This is defined as a minor issue, which has little or no impact on the functionality, efficiency or usability of core services. The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> <li>o Faults that have no impact in how the user perceives the system to work</li> <li>o Intermittent issues</li> <li>o Requests for information</li> <li>o Preventive Maintenance or upgrade related work</li> </ul>	Response provided 8 x 5 on standard business days, which is normally Monday through Friday 8AM to 5PM, excluding US Holidays.

## Connectivity Matrix

Request connectivity 8 weeks in advance of service start date

System Type	Connectivity	Setup and Maintenance
-------------	--------------	-----------------------

ASTRO® 25	Internet VPN	Motorola
ASTRO® 25	T1	Motorola

Motorola Owned &amp; Supplied Equipment Table

Equipment Type	Location Installed
Firewall/Router	Master Site
Service Delivery Management Server	Master Site for each Zone



**Monitored Elements Table**

Master Site Infrastructure	RF Site Equipment	Dispatch Site Equipment
Servers & Backup Servers	Channels	Consoles
MOSCAD (digital inputs & RS232 serial alarms)	MOSCAD (digital inputs & RS232 serial alarms)	AIS Servers
TRAK	RF Site Communication Path	Operator Position (OP)
Core LAN Switch	Switch	Conventional Channel Gateway (CCGW)
Packet Data Gateway (PDG)	Site Controller	Call Processor
Radio Network Gateway (RNG)	Router	Logging Replay Station (only within the Radio Network Interface "RNI")
Zone Database Server (ZDS)	Gateway Router	Voice Processing Module (VPM)
Gateway Router	Network Time Protocol (NTP)	Client Station
Controller – Zone & Domain	Firewall	MCC 7100 (only within the Radio Network Interface "RNI")
Firewall Manager Servers	SmartX Site Converter (only the converter, not the legacy sites)	MCC 7500 IP Logging Recorders
Air Traffic Router (ATR)		
Unified Event Manager (UEM)		
Zone Statistical Server (ZSS)		
Install Server		

**All that Equipment on the Equipment List, as such may be modified , upgraded, or replaced under the Agreement.**

*\*Some or all of the above equipment may be monitored depending on system configuration and need. Other equipment (not listed) may be monitored as an option, consult with your Customer Support Manager for details.*

## Appendix B: Technical Support Statement of Work

Motorola's Technical Support service provides telephone consultation for technical issues that require a high level of ASTRO 25 network knowledge and troubleshooting capabilities. Remote Technical Support is delivered through the Motorola Support Center (SSC) by a staff of technical support specialists skilled in diagnosis and swift resolution of infrastructure performance and operational issues.

Motorola applies leading industry standards in recording, monitoring, escalating and reporting for Technical Support calls from its contracted customers, reflecting the importance of maintaining mission critical systems.

### 1.0 Description of Technical Support Services

Motorola's Solution Support Center's (SSC) primary goal is Customer Issue Resolution (CIR), providing Incident Restoration and Service Request Fulfillment on Motorola's currently supported infrastructure. This team of highly skilled, knowledgeable, and experienced specialists is available to the customer as an integrated part of the support and technical issue resolution process. The SSC remotely supports the customer and works with but not limited to fault diagnostics tools, simulation networks and fault database search engines.

Technical Support is available Monday - Friday 8:00am - 5:00pm local site time and 24 hours a day, 7 days a week for Severity 1 Incidents. Technical Support availability for severity 2, 3 and 4 incidents is outlined in the [Severity Level Response Goals](#). Calls requiring incidents or service requests will be logged in Motorolas Customer Relationship Management (CRM) system. This helps ensure that technical issues are prioritized, updated, tracked and escalated as necessary, until resolution. Technical Support Operations assigns the impact level in accordance with the agreed [Severity Level Definitions](#) stated in this document.

Motorola will track the progress of each case from initial capture to resolution. Motorola will advise and inform the customer of the case progress and tasks that require further investigation and assistance from the customer's technical resources.

This service requires the customer to provide a suitably trained technical resource that delivers maintenance and support to the customer's system, and who is familiar with the operation of that system. Motorola provides technical consultants to support the local resource in the timely closure of infrastructure, performance and operational issues.

### 1.1 Scope

Technical Support service is available Monday - Friday 8:00am - 5:00pm local site time and 24 hours a day, 7 days a week for Severity 1 Incidents. See [Severity Level Definitions](#).

### 1.2 Inclusions

Technical Support service will be delivered on Motorola sold infrastructure including integrated 3<sup>rd</sup> party products.

### 1.3 Limitations and Exclusions

The following activities are outside the scope of the Technical Support service, but are optional services that are available to remote Technical Support customers at an additional cost:

- Emergency on-site visits required to resolve technical issues that cannot be resolved with the SSC working remotely with the local customer technical resource.
- Third party support for equipment not sold by Motorola.
- System installations, upgrades, and expansions.
- Customer training.
- Hardware repair and/or exchange.
- Network security services.
- Network transport management.
- Motorola services not included in this statement of work.
- Any technical support required as a result of a virus or unwanted intrusion is excluded if the

system is not protected against these security threats by Motorolas Pre-tested Security Update Service when applicable.

1.4 Motorola has the following responsibilities:

- 1.4.1 Provide availability to the Motorola Solution Support Center (800-221-7144), 24 hours a day, 7 days a week to respond to Customer's requests for Severity 1 support. Refer to [Severity Level Response Time Goals](#) for Severity 2, 3 and 4 response times.
- 1.4.2 Respond initially to Incidents and Technical Service Requests in accordance with the response times set forth in the [Severity Level Response Time Goals](#) section of this document and the severity level defined in the [Severity Level Definitions](#) section of this document.
- 1.4.3 Provide caller a plan of action outlining additional requirements, activities or information required to achieve restoral/fulfillment.
- 1.4.4 Maintain communication with the customer in the field as needed until resolution of the case.
- 1.4.5 Coordinate technical resolutions with agreed upon third party vendors, as needed.
- 1.4.6 Manage functionally escalated support issues to additional Motorola technical resources, as applicable.
- 1.4.7 Determine, in its sole discretion, when a case requires more than the Technical Support services described in this SOW and notify customer of an alternative course of action.

1.5 The Customer has the following responsibilities:

- 1.5.1 Provide Motorola with predefined information prior to contract start date necessary to complete Customer Support Plan (CSP).
- 1.5.2 Submit changes in any information supplied in the Customer Support Plan (CSP) to the Customer Support Manager (CSM).
- 1.5.3 Contact the SSC in order to engage the Technical Support service, providing the necessary information for proper entitlement services. Including but not limited to the name of contact, name of customer, system ID number, site(s) in question, and brief description of the problem including pertinent information for initial issue characterization.
- 1.5.4 Maintain suitable trained technical resources that provide field maintenance and technical maintenance services to the system, and who are familiar with the operation of that system.
- 1.5.5 Supply suitably skilled and trained on-site presence when requested by the SSC.
- 1.5.6 Validate issue resolution prior to close of the case in a timely manner.
- 1.5.7 Acknowledge that cases will be handled in accordance with the times and priorities as defined in the Severity Level Definitions and in the Severity Level Response Time Goals section in this document.
- 1.5.8 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the Technical Support.
- 1.5.9 Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Service.

## Severity Level Definitions

The following severity level definitions will be used to determine the maximum response times:

Severity Level	Severity Definition
Severity 1	<p>This is defined as a failure that causes the system and/or infrastructure a loss of voice functionality and no work-around or immediate solution is available.</p> <p>The following are examples of this kind of failure:</p> <ul style="list-style-type: none"> <li>• 33% of call processing resources impaired</li> <li>• Site Environment alarms: <ul style="list-style-type: none"> <li>○ Smoke,</li> <li>○ Unauthorized access</li> <li>○ Temperature</li> <li>○ Power failure</li> </ul> </li> </ul>
Severity 2	<p>This is defined as a fault that causes the system to operate with a continuous reduction in capacity or functionality of core services (core services consist of: Voice, data or network management).</p> <p>The following are examples of this kind of failure:</p> <ul style="list-style-type: none"> <li>○ Less than 33% of call processing resources impaired</li> <li>○ Failure of a single redundant component</li> </ul>
Severity 3	<p>This is defined as a fault which reduces the functionality, efficiency or usability of core services (voice, data and network management) and there is a viable work-around in place.</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> <li>○ Intermittent faults that are infrequent and minor impact to core services</li> <li>○ Statistical reporting problems</li> </ul>
Severity 4	<p>This is defined as a minor issue, which has little or no impact on the functionality, efficiency or usability of core services. The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> <li>○ Faults resulting in minor functions or features being unsupported or unreliable in ways that are not noticeable to the user.</li> <li>○ Faults that have no impact in how the user perceives the system to work.</li> <li>○ Cosmetic issues.</li> <li>○ Requests for information.</li> </ul>

## Severity Level Response Goals

The response times are based on the defined severity levels as follows:

Severity Level	Response Time
Severity 1	A Motorola SSC Technician will make contact with the customer technical representative within one hour of the request for support being logged in the

	issue management system. Continual effort will be maintained to restore the system or provide a workaround resolution. Response provided 24 x 7.
Severity 2	A Motorola SSC Technician will make contact with the customer technical representative within four hours of the request for support being logged at the issue management system. Response provided 8 x 5 on standard business days, which is normally Monday through Friday 8AM to 5PM, excluding US Holidays.
Severity 3	A Motorola SSC Technician will make contact with the customer technical representative within the next business day of the request for support being logged at the issue management system. Response provided 8 x 5 on standard business days, which is normally Monday through Friday 8AM to 5PM, excluding US Holidays.
Severity 4	A Motorola SSC Technician will make contact with the customer technical representative within the next business day of the request for support being logged at the issue management system. Response provided 8 x 5 on standard business days, which is normally Monday through Friday 8AM to 5PM, excluding US Holidays.

## Appendix C: Network Hardware Repair Statement of Work

Motorola provides a hardware repair service for all of the Motorola and select third-party infrastructure equipment supplied by Motorola. The Motorola authorized Repair Depot manages and performs the repair of Motorola supplied equipment as well as coordinating the equipment repair logistics process.

### 1.0 Description of Services

Infrastructure components are repaired at a Motorola authorized Infrastructure Depot Operations (IDO). At Motorola's discretion, select third party Infrastructure may be sent to the original equipment manufacturer or third party vendor for repair.

### 1.1 Scope

Repair Authorizations are obtained by contacting the Solutions Support Center (SSC) which is available 24 hours a day, 7 days a week.

Repair authorizations can also be obtained online via Motorola Online at <https://businessonline.Motorolasolutions.com>, under Repair Status/Submit Infrastructure RA.

### 1.2 Inclusions

Network Hardware Repair is available on Motorola sold communication systems which may include some aspect of third party hardware and software. Motorola will make a "commercially reasonable effort" to repair Motorola manufactured infrastructure products for seven years after product cancellation.

### 1.3 Exclusions

If infrastructure is no longer supported by Motorola, the original equipment manufacturer or a third party vendor, Motorola may return said equipment to the customer without repair or replacement. The following items are excluded from Network Hardware Repair:

- 1.3.1 All Motorola infrastructure hardware over seven (7) years from product cancellation date.
- 1.3.2 All Third party infrastructure hardware over two (2) years from product cancellation date.
- 1.3.3 All Broadband infrastructure over three (3) years from product cancellation date
- 1.3.4 Physically damaged infrastructure.
- 1.3.5 Third party equipment not shipped by Motorola
- 1.3.6 Consumable items including, but not limited to, batteries, connectors, cables, toner/ink cartridges, tower lighting, laptop computers, monitors, keyboards and mouse.
- 1.3.7 Video retrieval from Digital In-Car Video equipment.
- 1.3.8 Infrastructure backhaul such as: Antennas, Antenna Dehydrator, Microwave<sup>1</sup>, Line Boosters, Amplifier, Data Talker Wireless Transmitter, Short haul modems, UPS1
- 1.3.9 Test equipment.
- 1.3.10 Racks, furniture and cabinets.
- 1.3.11 Firmware and/or software upgrades.

<sup>1</sup> Excluded from service agreements but may be repaired on an above contract, time and material basis. All UPS Systems must be shipped to IDO for repair. Note! Excludes batteries and on-site services

### 1.4 Motorola has the following responsibilities:

- 1.4.1 Enable Customer access to the Motorola call Center operational 24 hours a day, 7 days per week, to create requests for repair service.
- 1.4.2 Provide repair return authorization numbers when requested by Customer.
- 1.4.3 Receive malfunctioning infrastructure from Customer and document its arrival, repair and return.
- 1.4.4 Perform the following service on Motorola infrastructure:
  - Perform an operational check on the infrastructure to determine the nature of the problem.
  - Replace malfunctioning Field Replacement Units (FRU) or components.
  - Verify that Motorola infrastructure is returned to Motorola manufactured specifications, as applicable.
  - Perform a box unit test on all serviced infrastructure.

- Perform a system test on select infrastructure.

1.4.5 Provide the following service on select third party infrastructure:

- Perform pre-diagnostic and repair services to confirm infrastructure malfunction and eliminate sending infrastructure with no trouble found (NTF) to third party vendor for repair, when applicable.
- Ship malfunctioning infrastructure components to the original equipment manufacturer or third party vendor for repair service, when applicable.
- Track infrastructure sent to the original equipment manufacturer or third party vendor for service.
- Perform a post-test after repair by Motorola, original equipment manufacturer, or third party vendor to confirm malfunctioning infrastructure has been repaired and functions properly in a Motorola system configuration, when applicable.
- Re-program repaired infrastructure to original operating parameters based on software/firmware provided by customer. If the customer software version/configuration is not provided, shipping times will be delayed. If the Infrastructure repair depot determines that the malfunctioning infrastructure is due to a software defect, the repair depot reserves the right to reload infrastructure with a similar software version.
- Properly package repaired infrastructure.
- Ship repaired infrastructure to the customer specified address during normal operating hours of Monday through Friday 7:00am to 7:00pm CST, excluding holidays. FRU will be sent two-day air unless otherwise requested. Motorola will pay for such shipping, unless customer requests shipments outside of the above mentioned standard business hours and/or carrier programs, such as NFO (next flight out). In such cases, customer will be responsible for payment of shipping and handling charges.

1.5 The Customer has the following responsibilities:

- 1.5.1 Contact or instruct Servicer to contact the Motorola Support Center (SSC) and request a return authorization number prior to shipping malfunctioning infrastructure.
- 1.5.2 Provide model description, model number and serial number, type of system, software and firmware version, symptom of problem and address of site location for FRU or infrastructure.
- 1.5.3 Indicate if infrastructure or third party infrastructure being sent in for service was subjected to physical damage or lightning damage.
- 1.5.4 Follow Motorola instructions regarding inclusion or removal of firmware and software applications from infrastructure being sent in for service.
- 1.5.5 Provide Customer purchase order number to secure payment for any costs described herein that are outside the scope of the existing Agreement between Motorola and Customer to which this SOW is attached.
- 1.5.6 Properly package and ship the malfunctioning FRU, at customer's expense. Customer is responsible for properly packaging the malfunctioning infrastructure FRU to ensure that the shipped infrastructure arrives undamaged and in repairable condition.
- 1.5.7 Clearly print the return authorization number on the outside of the packaging.
- 1.5.8 Maintain versions and configurations for software/applications and firmware to install repaired equipment.
- 1.5.9 Provide Motorola with proper software/firmware information to reprogram equipment after repair unless current software has caused this malfunction.
- 1.5.10 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the infrastructure repair services to customer.
- 1.5.11 Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Service.

## **Appendix D: Remote Security Patch Installation Service Statement of Work**

To verify compatibility with your ASTRO 25 system, Motorola's Remote Security Patch Installation provides pre-tested 3<sup>rd</sup> party software (SW) security updates.

In addition to testing the security updates, Remote Security Patch Installation includes remote installation of the updates.

This Statement of Work ("SOW") is subject to the terms and conditions of Motorola's Professional Services Agreement, Service Agreement or other applicable agreement in effect between the parties ("Agreement"). Motorola and Customer may be referred to herein individually as a "Party or together as "Parties"

### **1.0 Description of Remote Security Patch Installation**

Motorola shall maintain a dedicated vetting lab for each supported ASTRO 25 release for the purpose of pre-testing security updates. In some cases, when appropriate, Motorola will make the updates available to outside vendors, allow them to test, and then incorporate those results into this offering. Depending on the specific ASTRO 25 release and customer options, these may include updates to antivirus definitions, OEM vendor supported Windows Workstation and Server operating system patches, Solaris and Red Hat Linux (RHEL) operating system patches, VMware ESXi Hypervisor patches, Oracle database patches, PostgreSQL patches, and patches for other 3rd party Windows applications such as Adobe Acrobat and Flash.

Motorola has no control over the schedule of releases. The schedule for the releases of updates is determined by the Original Equipment Manufacturers (OEMs), without consultation with Motorola. Antivirus definitions are released every week. Microsoft patches are released on a monthly basis. Motorola obtains and tests these updates as they are released. Other products have different schedules or are released "as-required." Motorola will obtain and test these OEM vendors supported updates on a quarterly basis.

### **1.1 Connectivity**

To accommodate remote installation of security updates, a connection is required from Motorola to the customer ASTRO 25 network. There are two different options. 1) T1 line purchased and maintained by Motorola, or 2) The customer internet connection is used and a Virtual Private Network (VPN) is established between Motorola and the ASTRO 25 network. Since this relies on the customer internet connection, the customer is responsible for the availability of the connection.

Along with the connection itself, Motorola supplied hardware is required to be deployed to the customer premises on the ASTRO 25 network. Motorola shall load software, configure, and ship the hardware to the customer supplied contact for installation. This hardware and its maintenance is part of the connectivity service.

ASTRO 25 connectivity is ordered separately from Remote Security Patch Installation and has a separate statement of work. See that SOW for more detail on terms of the connection.

If connectivity is already established for a different service such as network or security monitoring then the same connection can be used for Remote Security Patch Installation. There is no need for a separate connection to be established.

### **1.2 Security Update Installation**



Motorola shall push the tested security updates over the established connection. The timing and coordination with the customer of each update depends on the updates themselves. Motorola requires IP connectivity to all elements that are in scope for patching. If IP connectivity from Motorola is not available then those elements will not be considered for remote patching and will require alternative arrangements outside of the scope of this statement of work.

#### 1.2.1 Antimalware Signature Update Installation

Antimalware signature updates are released often, but Motorola collects and tests them on a weekly basis. The updates are non-intrusive (for example, no reboots or manual configuration changes are required) and automatically implemented. Therefore, antimalware signature updates will be pushed within a week of testing without Customer coordination. An email will be sent to inform the Customer that the signatures have been updated.

#### 1.2.2 Microsoft Windows Security Update Installation

Microsoft typically releases security updates every second Tuesday of the month (aka "Patch Tuesday"); however, selected security updates are sometimes released on other days, and it is possible that no security updates are released during a month. Security updates for some 3rd party Windows software (Non-Motorola and non-Microsoft applications that run on Windows, such as Adobe Reader and Flash) are also released on Patch Tuesday. The most recent Windows and 3rd party Windows security updates available will be acquired by Motorola on each Patch Tuesday. These patch security updates require at least one week for incorporation into the offering and a minimum of 36 hours for testing in the Motorola vetting labs, after which security updates with no issues are then released. Patches may be held back at the discretion of Motorola if they are found to cause any problems to features, performance or functionality and will only be released when the issues are fully resolved.

It is important to understand that it is often the case that after security updates are installed, Microsoft requires the patched computer to be rebooted before the security updates take full effect and vulnerabilities are mitigated. The clients include dispatch consoles and there is no way for Motorola to know when it is safe to reboot. The customer must reboot at a time chosen by them so as to not impact operations.

Once the security updates are vetted, Motorola will start pushing the updates to the customer without customer coordination or notification. An email will be sent requesting that the clients be rebooted. It is the customer's responsibility to reboot all of the clients before the next set update is sent. When preparing for the next month's push of security updates, Motorola will first scan to verify all of the previous updates were implemented and if any computer has not been rebooted. Motorola will send an email requesting that the remaining computers be rebooted before any new updates are pushed.

#### 1.2.3 Microsoft Windows Security Updates Outside ASTRO 25 Firewalls

Connections to other networks (from now on referred to as Customer Enterprise Network, or CEN) must be delineated by firewalls. All updates deployed by Remote Security Patch Installation are specific to equipment inside the ASTRO 25 Radio Network with only the following exceptions: Key Management Facility (KMF), Text messaging Services (TMS) and advanced Messaging Services (AMS) and MCC 7100 consoles. In these exceptions, the customer has a choice of including these machines in the Remote Security Patch Installation service, or including them in their own IT security patch procedures.

The KMF, TMS, and AMS are all outside the firewall (relative to the Radio Network) and therefore updates require that the firewall be opened. The default for Remote Security Patch Installation is that these functions are included.

The MCC 7100 console may be directly on the radio network or in the CEN. Any MCC 7100 on the radio network would simply be included in the standard Remote Security Patch Installation offering. However, the MCC 7100 may also be located in the CEN and connected through a VPN to a firewall at a dispatch location. In this case, the default for Remote Security Patch Installation is to not update these consoles.

If the customer requires inclusion for the CEN based MCC 7100 consoles, then they must contact their Customer Service Manager and make a formal request. They must also consent to allow Motorola to open the firewall to allow access for updates.

#### 1.2.4 Quarterly Security Update Installation

The quarterly patch updates are for Solaris and Red Hat Linux (RHEL) operating systems, and VMWare ESXi hypervisor (virtualization). They are tested and released on a quarterly basis, at end of March, June, September, and December. Motorola will schedule installation of the updates with the customer in the first weeks of the following quarter. Motorola will send the customer an ITIL with details on the upgrade and scheduling for each of the events.

These updates are intrusive and require customer coordination. Examples of how they affect the customer include reboots to implement the patches and rolling (switching from one zone controller to the other) of the zone controllers. Systems with redundant zone controllers (L2, M2, M3) have low downtime (minutes) as the zone controllers are rolled, but systems with single zone controllers (L1, M1) will be down for longer periods. During these times, the system will be in “Site trunking” mode. It is up to the customer to understand the operational impacts and to coordinate these events with users.

This effort will be done during standard business hours, or 8am to 5pm CST. Customers requesting that downtime be during non-standard hours must submit an official request through their CSM. The ITIL will show work being done during standard hours such as prep work, downloading of the patches to memory, etc and the actual reboots or ZC rollover will be initiated when requested. Additional remote work will proceed the next day during standard hours.

Motorola System Enhancement Releases (“SERs”) and Field Service Bulletins (“FSBs”) are not part of this service. However in some instances, these fixes must be done to allow the latest security patches. If it is possible for the specific required FSB to be installed remotely, then Motorola will include it as part of Remote Security Patch Installation. Otherwise, Motorola will communicate this to the customer and the patches that cannot be delivered. The Customer and their CSM will determine how to get the SER or FSB installed. Once the SER or FSB appears on the system, Remote Security Patch Installation will then install the affected patches.

For minimal downtime and to avoid redundant efforts, the customer should coordinate any maintenance or other updates such as FSB’s and SER’s with Motorola.

### 1.3 Scope

Remote Security Patch Installation supports the currently shipping Motorola ASTRO 25 System Release (SR) and strives to support five (5) releases prior. Motorola reserves the right to adjust which releases are supported as business conditions dictate. Contact your Customer Service Manager for the latest supported releases.

Remote Security Patch Installation is available for any L or M core system in a supported release. Remote Security Patch Installation is not available for K cores.

Systems that have non-standard configurations that have not been certified by Motorola Systems Integration and Testing (SIT) are specifically excluded from this Service unless otherwise agreed in writing by Motorola. Service does not include pre-tested intrusion detection system (IDS) updates for IDS solutions. Certain consoles, MOTOBRIDGE, MARVLIS, Symbol Equipment, AirDefense Equipment, AVL, Genesis, WAVE and Radio Site Security products are also excluded. Motorola will determine, in its sole discretion, the third party software that is supported as a part of this offering.

### 1.4 Motorola has the following responsibilities:

- 1.4.1 Obtain relevant third party software (“SW”) security updates as made available from the OEM’s. This includes antivirus definition updates, operating systems patches, hypervisor patches, database patches, and selected other third party patches that Motorola deployed in ASTRO 25 system releases covered by this Remote Security Patch Installation. Motorola does not control when these updates are released, but as much as possible vet the updates on this schedule:
  - McAfee Antivirus definitions– Weekly
  - Windows OS updates – Monthly
  - Solaris, RHEL OS, VMware ESXi updates – Quarterly

- 1.4.2 Each assessment of relevant third party SW will take at least one week to incorporate the security updates into the Remote Security Patch service and 36 additional hours of examination time to evaluate the impact each update has on the system.
- 1.4.3 Perform rigorous testing of updates to verify whether they degrade or compromise system functionality on a dedicated ASTRO 25 test system with standard supported configurations.
- 1.4.4 Address any issues identified during testing by working as necessary with Motorola selected commercial supplier(s) and/or Motorola product development engineering team(s). If a solution for the identified issues cannot be found, the patch will not be posted on Motorola's site.
- 1.4.5 Pre-test STIG recommended remediation when applicable.
- 1.4.6 Release all tested updates to Motorola's secure extranet site.
- 1.4.7 Coordinate updates with customer as outlined in section 1.
- 1.4.8 In the event that no updates are released by the OEM's during the usual time period, Motorola will send a notice that no new patches were sent.
- 1.4.9 Notify customer of update releases by email.
- 1.4.10 A supported Remote Security Patch Installation ASTRO 25 release matrix will be kept on the extranet site for reference.

1.5 The Customer has the following responsibilities:

- 1.5.1 This service requires connectivity from Motorola to the customer's ASTRO 25 system. This connectivity must be established prior to service start.
- 1.5.2 Maintain IP connectivity from Motorola to all elements in the system that require remote patching.
- 1.5.3 Provide Motorola with pre-defined information (customer contacts, system information, etc) prior to contract start date necessary to complete a Customer Support Plan (CSP).
- 1.5.4 Submit changes in any information supplied in the Customer Support Plan (CSP) to the Customer Support Manager (CSM).
- 1.5.5 Upgrade system to a supported system release as necessary to continue service.
- 1.5.6 Refrain from making uncertified changes of any type to the system.
- 1.5.7 Adhere closely to the System Support Center (SSC) troubleshooting guidelines provided upon system acquisition. A failure to follow SSC guidelines may cause the customer and Motorola unnecessary or overly burdensome remediation efforts. In such case, Motorola reserves the right to charge an additional service fee for the remediation effort.
- 1.5.8 Comply with the terms of the applicable software license agreement(s) between the Customer and Motorola and non-Motorola software copyright owner.
- 1.5.9 Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Service.
- 1.5.10 Upon successful installation of patches on windows clients (e.g. Dispatch Ops Position, NM Client, etc.) and receiving notification indicating the task has been successfully executed by Motorola, affected computers must be rebooted by the customer within 72 hours.
- 1.5.11 Understand downtime implications associated with reboots and patch activities and internally coordinate with users as necessary.

1.6 Disclaimer:

Motorola disclaims any and all warranties with respect to pre-tested antivirus definitions, database security updates, hypervisor patches, operating system software patches, intrusion detection sensor signature files, or other 3<sup>rd</sup> party files, express or implied. Further, Motorola disclaims any warranty concerning the non-Motorola software and does not guarantee that customer's system will be error-free or immune to security breaches as a result of these services. Notwithstanding the forgoing or any other provision of this 1st Addendum to the Communications System Agreement, nothing herein disclaims or modifies any warranty, protection, promise or similar provision of that that Communications System Agreement, as amended by all change orders between Fluvanna County and Motorola Solutions, Inc.





## Appendix E: OnSite Support Statement of Work

Motorola's OnSite Support service provides case management and escalation for onsite technical service requests. The service is delivered by the Motorola's Solution Support Center (SSC) in conjunction with a local service provider. The SSC is responsible for opening a case for onsite support and monitoring the status of that case to maintain response time conformance.

The terms and conditions of this Statement of Work (SOW) are an integral part of Motorola's Service Agreement or other applicable agreement to which it is attached and made a part thereof by this reference.

### 1.0 Description of Services

The Motorola SSC will receive customer request for OnSite service provider and dispatch a servicer. The servicer will respond to the customer location based on predefined Severity Levels set forth in [Severity Level Definitions](#) table and Response times set forth in [Severity Level Response Time Goals](#) table in order to restore the system.

Motorola will provide case management as set forth herein. The SSC will maintain contact with the on-site Motorola Service Shop until system restoral and case closure. The SSC will continuously track and manage cases from creation to close through an automated case tracking process.

#### 1.1 Scope

OnSite Support is available 24 hours a day, 7 days a week in accordance with [Severity Level Definitions](#) and [Severity Level Response Time Goals](#) tables.

#### 1.2 Inclusions

Onsite Support can be delivered on Motorola-sold infrastructure.

#### 1.3 Motorola has the following responsibilities:

- 1.3.1 Receive service requests.
- 1.3.2 Create a case as necessary when service requests are received. Gather information to characterize the issue, determine a plan of action and assign and track the case to resolution.
- 1.3.3 Dispatch a field servicer ("Servicer") as required by Motorola's standard procedures and provide necessary case information.
- 1.3.4 Provide the required personnel access to relevant customer information as needed.
- 1.3.5 Servicer will perform the following on-site:
  - 1.3.6 Run diagnostics on the Infrastructure or Field Replacement Units (FRU).
  - 1.3.7 Replace defective Infrastructure or FRU, as supplied by customer.
  - 1.3.8 Provide materials, tools, documentation, physical planning manuals, diagnostic/test equipment and any other requirements necessary to perform the maintenance service.
- 1.3.9 If a third party vendor is needed to restore the system, the Servicer may accompany that vendor onto the customer's premises.
- 1.3.10 Verify with customer that restoration is complete or system is functional, if required



by customer's repair verification in the Customer Support Plan. If verification by customer cannot be completed within 20 minutes of restoration, the case will be closed and the Servicer will be released.

- 1.3.11 Escalate the case to the appropriate party upon expiration of a response time.
- 1.3.12 Close the case upon receiving notification from customer or servicer, indicating the case is resolved.
- 1.3.13 Notify customer of case status as defined by the Customer Support Plan:
- 1.3.14 Open and closed; or
- 1.3.15 Open, assigned to the servicer, arrival of the servicer on-site, deferred or delayed, closed.
- 1.3.16 Provide Case activity reports to customer if requested.

1.4 Customer has the following responsibilities:

- 1.4.1 Contact Motorola, as necessary, to request service.
- 1.4.2 Provide Motorola with the following pre-defined customer information and preferences prior to start date necessary to complete Customer Support Plan (CSP):
  - Case notification preferences and procedure.
  - Repair verification preference and procedure.
  - Database and escalation procedure forms.
  - Submit changes in any information supplied in the CSP to the Customer Support Manager (CSM).
- 1.4.3 Provide the following information when initiating a service request:
  - Assigned system ID number.
  - Problem description and site location.
  - Other pertinent information requested by Motorola to open a case.
- 1.4.4 Allow Servicers access to equipment.
- 1.4.5 Supply infrastructure or FRU, as applicable, in order for Motorola to restore the system.
- 1.4.6 Maintain and store in an easily accessible location any and all software needed to restore the system.
- 1.4.7 Maintain and store in an easily accessible location proper system backups.
- 1.4.8 For E911 systems, test the secondary/backup Public Safety Answering Point (PSAP) connection to be prepared in the event of a catastrophic failure of a system. Train appropriate personnel on the procedures to perform the function of switching to the backup PSAP.
- 1.4.9 Verify with the SSC that restoration is complete or system is functional, if required by repair verification preference provided by customer.
- 1.4.10 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide these services.
- 1.4.11 Obtain and provide applicable third party consents or licenses at Customer cost to enable Motorola to provide the Services.



## Severity Level Definitions

The following severity level definitions will be used to determine the maximum response times:

Severity Level	Severity Definition
Severity 1	<p>This is defined as a failure that causes the system and/or infrastructure a loss of voice functionality and no work-around or immediate solution is available.</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> <li>• 33% of call processing resources impaired</li> <li>• Site Environment alarms: <ul style="list-style-type: none"> <li>○ Smoke</li> <li>○ Unauthorized access</li> <li>○ Temperature</li> <li>○ Power failure</li> </ul> </li> </ul>
Severity 2	<p>This is defined as a fault that causes the system to operate with a continuous reduction in capacity or functionality of core services (core services are voice, data or network management).</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> <li>• Less than 33% of call processing resources impaired</li> <li>• Failure of a single redundant component</li> </ul>
Severity 3	<p>This is defined as a fault which reduces the functionality, efficiency or usability of core services (voice, data and network management) and there is a viable work-around in place.</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> <li>• Intermittent faults that are infrequent and minor impact to core services</li> <li>• Statistical reporting problems</li> </ul>
Severity 4	<p>This is defined as a minor issue, which has little or no impact on the functionality, efficiency or usability of core services. The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> <li>• Faults resulting in minor functions or features being unsupported or unreliable in ways that are not noticeable to the user.</li> <li>• Faults that have no impact in how the user perceives the system to work.</li> <li>• Cosmetic issues.</li> <li>• Requests for information.</li> <li>• Preventive Maintenance</li> </ul>



#### Severity Level Response Time Goals

(Customer's Response Time Classification is designated in the Customer Support Plan.)

Severity Level	Standard Response Time
Severity 1*	Within 4 hours from receipt of notification continuously
Severity 2	Within 4 hours from receipt of notification Standard Business Day
Severity 3	Within 8 hours from receipt of notification Standard Business Day
Severity 4	Within 12 hours from receipt of notification Standard Business Day

\* Premier Response is an option that can be purchased, it provides a 2-hour response time for severity 1 issues.





## Appendix F: Annual Preventive Maintenance Statement of Work

The terms and conditions of this Statement of Work (SOW) are an integral part of Motorola's Service Agreement or other applicable agreement to which it is attached and made a part thereof by this reference.

Annual Preventative Maintenance will provide an annual operational test and alignment, on the customer's infrastructure equipment (Infrastructure or Fixed Network Equipment or "FNE") to monitor the Infrastructure's conformance to specifications, as set forth in the applicable attached Exhibit(s), all of which are hereby incorporated by this reference.

### 1.0 Scope

Annual Preventive Maintenance will be performed during standard business hours (unless otherwise agreed to in writing). If the system or Customer requirements dictate this service must occur outside of standard business hours, Motorola will provide an additional quotation. Customer is responsible for any charges associated with unusual access requirements or expenses.

### 1.1 Inclusions

Annual Preventive Maintenance service will be delivered on Motorola sold infrastructure including integrated third party products per the level of service as defined in [Table 1: PM Tasks Performed](#).

### 1.2 Limitations and Exclusions

Unless specifically described in [Table 1](#), the following activities are outside the scope of the Annual Preventive Maintenance service, but are optional services that are available to Annual Preventive Maintenance customers at an additional cost:

- 1.2.1 Emergency on-site visits required to resolve technical issues.
- 1.2.2 Third party support for equipment not sold by Motorola as part of the original system.
- 1.2.3 System installations, upgrades, and expansions.
- 1.2.4 Customer training.
- 1.2.5 Hardware repair and/or exchange.
- 1.2.6 Network security services.
- 1.2.7 Network transport.
- 1.2.8 Information Assurance.
- 1.2.9 Motorola services not included in this statement of work.
- 1.2.10 Any maintenance required as a result of a virus or unwanted intrusion is excluded if the system is not protected against these security threats by Motorola's Pre-tested Security Update Service when applicable.
- 1.2.11 Tower mapping analysis or tower structure analysis

### 1.3 Motorola has the following responsibilities:

- 1.3.1 Notify the customer of any planned system downtime needed to perform this Service.
- 1.3.2 Advise customer of any issue that requires immediate attention.
- 1.3.3 Maintain communication with the customer as needed until completion



(“resolution” implies a problem is being fixed) of the Annual Preventive Maintenance.

- 1.3.4 Determine, in its sole discretion, when a case requires more than the Preventive Maintenance services described in this SOW and notify customer of an alternative course of action.
- 1.3.5 Provide customer with a report documenting system performance against expected parameters along with recommended actions. Time allotment TBD.
- 1.3.6 Provide trained and qualified personnel with proper security clearance required to complete Annual Preventive Maintenance service.

1.4 The Customer has the following responsibilities:

- 1.4.1 Provide preferred schedule for Annual Preventative Maintenance to Motorola.
- 1.4.2 Authorize and acknowledge any scheduled system downtime.
- 1.4.3 Maintain periodic backup of databases, software applications, and firmware.
- 1.4.4 Establish and maintain a suitable environment (heat, light, and power) for the equipment location and provide Motorola full, free, and safe access to the equipment so that Motorola may provide services. All sites shall be accessible by standard service vehicles.
- 1.4.5 Submit changes in any information supplied in the Customer Support Plan (CSP) to the Customer Support Manager (CSM).
- 1.4.6 Provide site escorts in a timely manner if required.
- 1.4.7 Provide Motorola with requirements necessary for access to secure facilities.
- 1.4.8 Obtain at Customer’s cost all third party consents or licenses required to enable Motorola to provide the Service.



Table 1: PM Tasks Performed

<b>MASTER SITE CHECKLIST</b>	
<b>SERVERS</b>	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
NM Client Applications	Review UEM events and transport medium types, (microwave/leased line/telco, etc). Event log review for persistent types. Verify all NM client applications are operating correctly.
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.
Complete Backup	Verify backups have been done or scheduled. SZ database (BAR), Centracom CDM/ADM database, etc.
<b>ROUTERS</b>	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
<b>SWITCHES</b>	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on switch type. Capture available diagnostic logs.
Verify Redundant Switches	Test redundancy in CWR devices. Core router switchover (coordinate with customer).
<b>DOMAIN CONTROLLERS</b>	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.
<b>FIREWALLS</b>	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.



LOGGING EQUIPMENT	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
Server CPU Health	i.e. memory, HDD, CPU, disk space/utilization.
MISCELLANEOUS EQUIPMENT	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
Server CPU Health	i.e. memory, HDD, CPU, disk space/utilization.

PRIME SITE CHECKLIST	
SOFTWARE	
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.
SWITCHES	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on switch type. Capture available diagnostic logs.
MISCELLANEOUS EQUIPMENT	
Equipment Alarms	Check LED and/or other status indicators for fault conditions.
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.
Site Frequency Standard Check	Check lights and indicators for A/B receivers.
COMPARATORS	
Equipment Alarms	Verify no warning/alarm indicators.
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways



## DISPATCH SITE CHECKLIST

### GENERAL

Inspect all Cables	Inspect all cables/connections to external interfaces are secure
Mouse and Keyboard	Verify operation of mouse and keyboard
Configuration File	Verify each operator position has access to required configuration files
Console Op Time	Verify console op time is consistent across all ops
Screensaver	Verify screensaver set as customer prefers
Screen Performance	Verify screen operational/performance
Touchscreen	Verify touchscreen operation (if applicable)
Cabling/Lights/Fans	Visual inspection of all equipment - cabling/ lights/ fans
Filters/Fans/Dust	Clean any filters/ fans/ dust- all equipment
Monitor and Hard Drive	Confirm monitor and hard drive do not "sleep"
DVD/CD	Verify / clean DVD or CD drive

### HEADSET UNPLUGGED TESTING

Speakers	Test all speakers - audio quality, volume, static, drop-outs, excess hiss when turned up.
Channel Audio in Speaker	Verify selected channel audio in select speaker only.
Footswitch Pedals	Verify both footswitch pedals operational
Radio On-Air Light	Verify radio on air light comes on with TX (if applicable)
Radio TX and RX	Verify radio TX/RX from both headset jacks. Verify levels OK. Check volume controls for noise/static or drop-outs.
Speaker Mute	Verify select speaker muted.
Telephone Operation	Verify telephone operational through both headset jacks. Check volume controls for noise/static or drop-outs.
Audio Switches	Verify select audio switches to speaker when phone off-hook. (if interfaced to phones)
Radio Takeover in Headset	Verify radio-takeover in headset mic when phone off-hook (mic switches to radio during PTT and mutes to phone).

### OTHER TESTS

Phone Status Light	Verify phone status light comes on when phone off-hook (if applicable)
Desk Microphone Operation	Confirm desk mic operation (if applicable)
Radio IRR Operation	Verify radio IRR operational (if applicable)



Telephone IRR Operation	Verify telephone [if on radio computer] IRR operational (if applicable)
Recording	Verify operator position being recorded on long term logging recorder (if applicable)
<b>COMPUTER PERFORMANCE TESTING</b>	
Computer Reboot	Reboot op position computer
Computer Operational	Confirm client computer is fully operational (if applicable)
<b>AUDIO TESTING</b>	
Audio Levels and Quality	Confirm all conventional resources are functional with adequate audio levels and quality
Secure Mode	Confirm any secure talkgroups are operational in secure mode
<b>EQUIPMENT ROOM TESTS</b>	
Recording - AIS Test	Verify audio logging of trunked calls
Recording	Test op position logging on analog recorder (with customer assistance)
System Alarms	Review alarm system on all equipment for errors
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.

## RF SITE CHECKLIST

Equipment Alarms	Verify no warning/alarm indicators.
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways
Site Frequency Standard Check	Check lights and indicators for A/B receivers.
Basic Voice Call Check	Voice test each voice path, radio to radio.
Control Channel Redundancy (trunking)	Roll control channel, test, and roll back.
Site Controller Redundancy (trunking)	Roll site controllers with no dropped audio.
GTR 8000 Results Sheet	Complete GTR tests - Frequency Error, Modulation Fidelity, Forward at Set Power, Reverse at Set Power, Gen Level Desense no Tx.

## MOSCAD CHECKLIST

### MOSCAD SERVER

Equipment Alarms	Verify no warning/alarm indicators.
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Check Alarm/Event History	Review MOSCAD alarm and events to find if there are chronic issues.
Windows Event Logs	Review Windows event logs. Save and clear if full.
Password Verification	Site devices to verify passwords. Document changes if any found.
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.
<b>MOSCAD CLIENT</b>	
Equipment Alarms	Verify no warning/alarm indicators.
Check Alarm / Event History	Review MOSCAD alarm and events to find if there are chronic issues.
Windows Event Logs	Review Windows event logs. Save and clear if full.
Password Verification	Site devices to verify passwords. Document changes if any found.
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.
<b>MOSCAD RTU's</b>	
Equipment Alarms	Verify no warning/alarm indicators.
Verify Connectivity	Verify Connectivity

<b>FACILITIES CHECKLIST</b>	
<b>VISUAL INSPECTION EXTERIOR</b>	
ASR Sign	Verify that the ASR sign is posted.
Warning Sign - Tower	Verify warning sign is posted on the tower.
Warning Sign - Gate	Verify that a warning sign is posted at the compound gate entrance.
10 Rule Sign	Verify that a 10 rules sign is posted on the inside of the shelter door.
Outdoor Lighting	Verify operation of outdoor lighting/photocell.
Exterior of Building	Check exterior of building for damage/disrepair.
Fences / Gates	Check fences/gates for damage/disrepair.
Landscape / Access Road	Check landscape/access road for accessibility.
<b>VISUAL INSPECTION INTERIOR</b>	
Electrical Surge Protectors	Check electrical surge protectors for alarms.
Emergency Lighting	Verify emergency lighting operation.
Indoor Lighting	Verify indoor lighting.



Equipment Inspection	Visually inspect that all hardware (equipment, cables, panels, batteries, racks, etc.) are in acceptable physical condition for normal operation.
Site Frequency Standard Check	Check lights and indicators for A/B receivers.
Regulatory Compliance (License, ERP, Frequency, Deviation)	Check station for regulatory compliance. Update station logs.
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways
<b>UPS</b>	
Visual inspection (condition, cabling)	Verify corrosion, physical connections, dirt/dust, etc.
<b>GENERATOR</b>	
Visual Inspection	Verify, check panel housing, cracks, rust and weathering. Physical connections, corrosion, dirt/dust, etc.
Fuel	Verify fuel levels in backup generators, document date of last fuel delivered from fuel service provider.
Oil	Check the oil dipstick for proper level. Note condition of oil.
Verify operation (no switchover)	Check, verify running of generator, ease of start or difficult. Is generator "throttling" or running smooth? Any loud unusual noise? Etc.
<b>HVAC</b>	
Air Filter	Check air filter and recommend replacement if required.
Coils	Check coils for dirt
Outdoor Unit	Check that outdoor unit is unobstructed
Wiring	Wiring (insect/rodent damage)
Cooling / Heating	Check each HVAC unit for cooling/heating

## MICROWAVE CHECKLIST

<b>RADIO</b>	
Alarms	Check alarm / event history
Software	Verify version of application
TX Frequency	Verify transmit frequency
TX Power	Verify transmit power
RX Frequency	Verify receive frequency
RX Signal Level	Verify receive signal level and compare with install baseline documentation





Save configuration	Save current configuration for off site storage
Backhaul Validation	Monitor UEM status (alarms, logs, etc.) for all links. If UEM not used to monitor microwave, then use provided microwave alarm mgmt server.
<b>WAVEGUIDE</b>	
Visual Inspection	Inspect for wear or dents (from ground using binoculars).
Connection Verification	Verify all connections are secured with proper hardware (from ground using binoculars).
<b>DEHYDRATOR</b>	
Visual Inspection	Inspect moisture window for proper color
Pressure Verification	Verify pressure of all lines
Re-Pressurization	Bleed lines temporarily to verify the dehydrator re-pressurizes
Run Hours	Record number of hours ran

## TOWER CHECKLIST – Visual Inspection from the Ground

<b>STRUCTURE CONDITION</b>	
Rust	Check structure for rust.
Cross Members	Check for damaged or missing cross members.
Safety Climb	Check safety climb for damage.
Ladder	Verify that ladder system is secured to tower.
Welds	Check for cracks or damaged welds.
Outdoor lighting/photocell	Test outdoor lighting and photocell.
Drainage Holes	Check that drainage holes are clear of debris.
Paint	Check paint condition.
<b>TOWER LIGHTING</b>	
Lights/Markers	Verify all lights/markers are operational.
Day/Night Mode	Verify day and night mode operation.
Power Cabling	Verify that power cables are secured to tower.
<b>ANTENNAS AND LINES</b>	
Antennas	Visually inspect antennas for physical damage (from ground using binoculars).
Transmission Lines	Verify that all transmission lines are secure on the tower.
<b>GROUNDING</b>	
Structure Grounds	Inspect grounding for damage or corrosion
<b>GUY WIRES</b>	
Tower Guys	Check guy wires for fraying and tension.



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Guy Wire Hardware	Check hardware for rust.
<b>CONCRETE CONDITION</b>	
Tower Base	Check for chips or cracks.



## **Appendix G: Network Updates Statement of Work – (Only Applies FY19 and beyond as priced)**

This Statement of Work ("SOW") is subject to the terms and conditions of Motorola's Professional Services Agreement, Service Agreement or other applicable agreement in effect between the parties ("Agreement"). Motorola and Customer may be referred to herein individually as a "Party" or together as "Parties"

### **1.0 Description of Service**

As network updates become available, Motorola agrees to provide the Customer with applicable software and hardware updates and implementation services necessary to maintain their ASTRO 25 system at an exceptional level of support. ASTRO 25 system software and hardware updates improve system functionality/operation and extend the useful life of the network.

#### **1.1 Scope**

This service includes 3rd party and Motorola Solution software as well as select hardware to maintain supportability. All updates are pre-tested and certified in a dedicated ASTRO 25 test lab to ensure that they are compatible and do not interfere with the ASTRO 25 network functionality. Network updates may also include feature enhancements. At Motorola's option, feature enhancements may be offered for purchase.

#### **1.2 The ASTRO 25 software covered under this agreement include:**

- Base stations
- Site controllers
- Comparators
- Routers
- LAN switches
- Servers
- Dispatch consoles
- Logging equipment
- Network management terminals
- Network Fault Management ("NFM") products
- Network security devices such as firewalls and intrusion detection sensors
- Associated peripheral infrastructure software

#### **1.3 Motorola Solution will provide certified hardware version updates necessary to refresh the system with an equivalent level of functionality. Any hardware versions and/or replacement hardware required to support new features or those not specifically required to maintain existing functionality are not included. Unless otherwise stated, platform migrations are not included.**



- 1.4 If originally provided by Motorola, the following hardware components are eligible hardware for refresh when necessary to maintain the system functionality in place at the time this agreement was executed:
- Servers
  - PC Workstations
  - Routers
  - LAN Switches
- 1.5 If originally provided by Motorola, the following hardware components are eligible for board-level refreshes when necessary to maintain the system functionality in place at the time this agreement was executed. A “board-level refresh” is defined as any Field Replaceable Unit (“FRU”) for the products listed below:
- GTR 8000 Base Stations
  - GCP 8000 Site Controllers
  - GCM 8000 Comparators
  - MCC 7500 Console Operator Positions
  - STR 3000 Base Stations
  - Quantar Base Stations
  - ASTROTAC Comparators
  - PSC 9600 Site Controllers
  - PBX Switches for Telephone Interconnect
  - NFM/NFM XC/MOSCAD RTU
- 1.6 The parties agree that this agreement only covers those items expressly stated above. There is no coverage on any additional software or hardware products unless specifically described in this agreement. Motorola may, at its sole discretion, choose to include coverage for other items. Refer to section 2.0 for exclusions and limitations.
- 1.7 Motorola will provide implementation services necessary to install the system software and hardware updates. Any implementation services that are not directly required to support the network updates are not included. Unless otherwise stated, implementation services necessary for system expansions, platform migrations, and/or new features or functionality that are implemented concurrent with the system refresh are not included.
- 1.8 Motorola agrees to provide the necessary software design and technical resources necessary to complete the network updates.
- 1.9 The pricing in this agreement is based on the system configuration outlined in the System Pricing Configuration. This configuration is to be reviewed annually from the contract effective date. Any change in system configuration may require a price adjustment to this agreement.
- 1.10 This agreement applies only to system release versions within the ASTRO 25 7.x platform.
- 1.11 Motorola will issue Software Maintenance Agreement (“SMA”) bulletins on an annual basis and



post them in soft copy on a designated extranet site for Customer access. Standard and optional features for a given ASTRO 25 system release are listed in the SMA bulletin.

1.12 Coverage Continuity. The parties agree that this agreement requires continuous coverage beginning within (90) days after system acceptance. Beyond (90) days from system acceptance or if payments are discontinued, additional payment(s) will be necessary to cover the period for which coverage was discontinued or delayed. The total of payments for lapses in coverage will not exceed 3 years.

1.13 Motorola responsibilities

- 1.13.1 Identify and communicate with Customer the scope of the network updates as they become available.
- 1.13.2 Work with Customer to schedule applicable network updates.
- 1.13.3 Assign program management support required to perform network updates as necessary.
- 1.13.4 Assign field installation resources required to perform network updates as necessary.
- 1.13.5 Assign centralized engineering resources required to perform network updates as necessary.
- 1.13.6 Install network updates.
- 1.13.7 Deliver impact and change management training as necessary.
- 1.13.8 Perform appropriate system backups.
- 1.13.9 Work with the Customer to validate that all system maintenance is current.
- 1.13.10 Deliver post update implementation training to the customer as needed.
- 1.13.11 Validate all system update deliverables are complete.
- 1.13.12 Obtain completion sign off from the customer.

1.14 Customer responsibilities

- 1.14.1 Contact Motorola to schedule and engage the appropriate Motorola resources.
- 1.14.2 Customer will allow the permanent installation of a server which will be connected to Motorola and will be used for system auditing, software uploads, and software update installation.
- 1.14.3 Assist in site walks of the system during the system audit when necessary.
- 1.14.4 Provide a list of any FRUs and/or spare hardware to be included in the network updates when applicable.
- 1.14.5 Purchase any additional software and hardware necessary to implement optional system features or system expansions.
- 1.14.6 Provide or purchase labor to implement optional system features or system expansions.
- 1.14.7 Participate in impact and change management training as necessary.
- 1.14.8 Inform system users of system update and scheduled system downtime if necessary.
- 1.14.9 Cooperate with Motorola to provide post update implementation training as needed.



1.14.10 Provide Motorola with completion sign off.

## 2.0 Exclusions and Limitations

The parties agree that Systems that have non-standard configurations that have not been certified by Motorola Systems Integration Testing are specifically excluded from this agreement unless otherwise agreed in writing by Motorola and included in this SOW.

2.1 This agreement does not cover any hardware or software supplied to the Customer when purchased directly from a third party, unless specifically included in this SOW.

2.2 This agreement does not cover software support for unauthorized modifications or other misuse of the covered software.

2.3 Updates for equipment add-ons or expansions during the term of this ASTRO 25 agreement are not included in the coverage of this SOW unless otherwise agreed to in writing by Motorola and Customer.

## 3.0 Special provisions

The coverage and the parties' responsibilities described in this Statement of Work will automatically terminate if Motorola no longer supports the ASTRO 25 7.x software version in the Customer's system or discontinues this agreement; in either case, Motorola will refund to Customer any prepaid fees for services applicable to the terminated period.

## 4.0 High-Speed Connectivity Specifications

4.1 The minimum supported link between the core and the zone is a full T1

4.2 Any link must realize or a sustained transfer rate of 175 kbps / 1.4 Mbps or better, bidirectional

4.3 Interzone links must be fully operational when present

4.4 Link reliability must satisfy these minimum QoS levels:

4.4.1 Port availability must meet or exceed 99.9% (three nines)

4.4.2 Round trip network delay must be 100 ms or less between the core and satellite (North America) and 400 ms or less for international links o Packet loss shall be no greater than 0.3%

4.4.3 Network jitter shall be no greater than 2 ms

4.5 The network requirements above are based on the SLA provided for Sprint Dedicated



IP Services as of April, 2012. It is possible other vendors may not be able to meet this exact SLA, so these cases must be examined on a case-by-case basis.



**System Pricing Configuration - This configuration is to be reviewed annually from the contract effective date. Any change in system configuration may require a price adjustment.**

Core	FY18	FY19+
Master Site Configuration	L2 P25 Phase II TDMA	L2 P25 Phase II TDMA
Zones in Operation (Including DSR and Dark Master Sites)	1	1
Zone Features: IV&D, TDMA, Telephone Interconnect, CNI, HPD, CSMS, IA, POP25, Text Messaging, Outdoor Location, ISSI 8000, InfoVista, KMF/OTAR	0	0
<b>RF System</b>		
Voice RF Sites & RF Simulcast Sites (including Prime Sites)	0	7
Repeaters/Stations (FDMA)	0	0
Repeaters/Stations (TDMA)	0	24
HPD RF Sites	0	0
HPD Stations	0	0
<b>Dispatch Console System</b>		
Dispatch Sites	1	1
MCC 7500 Operator Positions (VPM)	4	4
Conventional Channel Gateways (CCGW)	0	0
Conventional Site Controllers (GCP 8000 Controller)	0	0





<b>Logging System</b>		
Number of AIS Servers	1	1
Number of Voice Logging Recorder	1	1
Number of Logging Replay Clients	1	1
NICE Inform Lite	1	1
<b>Network Management and MOSCAD NFM</b>		
Network Management Clients	0	1
MOSCAD NFM Systems	0	0
MOSCAD NFM RTUs	0	7
MOSCAD NFM Clients	0	0



## Appendix H: Microwave Support Statement of Work

Microwave Services provides repair service of equipment named on the Customer Equipment list (being the Equipment Table attached to this Radio System Maintenance Contract) by the Servicer. At the Servicer's discretion and responsibility, Equipment may be sent to Motorola, original equipment manufacturer, or other facility for repair.

### 1.0 Service provider has the following responsibilities:

- 1.1 Repair equipment at the servicer facility or customer location determined by Motorola. Servicer is responsible for travel costs to a customer location to repair equipment.
- 1.2 Perform the following on Microwave equipment
- 1.3 Perform an operational check on Microwave equipment to determine the nature of the problem.
- 1.4 Replace malfunctioning components with new or reconditioned assemblies, as supplied by customer.
- 1.5 Verify that the Microwave equipment is returned to Microwave manufactured specifications.

### 2.0 Customer has the following responsibilities:

- 2.1 Contact Motorola, as necessary, to request service.
- 2.2 Provide the following information when initiating a service request:
  - 2.2.1 Assigned system ID number.
  - 2.2.2 Problem description and site location.
  - 2.2.3 Other pertinent information requested by Motorola to open a case.
- 2.3 Allow Servicers access to equipment.
- 2.4 Supply infrastructure or FRU, as applicable, in order for Motorola to restore the system.
- 2.5 Maintain and store in an easily accessible location any and all software needed to restore the system.
- 2.6 Costs for malfunctioning components when sent out for repair, but such costs shall only apply if specifically approved by Customer in writing in advance.



### 3.0 Severity Level Definitions

The following severity level definitions will be used to determine the maximum response times:

Severity Level	Severity Definition
Severity 1	<p>This is defined as a failure that causes the system and/or infrastructure a loss of voice functionality and no work-around or immediate solution is available.</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> <li>● 33% of call processing resources impaired</li> <li>● Site Environment alarms: <ul style="list-style-type: none"> <li>○ Smoke</li> <li>○ Unauthorized access</li> <li>○ Temperature</li> <li>○ Power failure</li> </ul> </li> </ul>
Severity 2	<p>This is defined as a fault that causes the system to operate with a continuous reduction in capacity or functionality of core services (core services are voice, data or network management).</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> <li>● Less than 33% of call processing resources impaired</li> <li>● Failure of a single redundant component</li> </ul>
Severity 3	<p>This is defined as a fault which reduces the functionality, efficiency or usability of core services (voice, data and network management) and there is a viable work-around in place.</p> <p>The following are examples of this kind of severity:</p> <ul style="list-style-type: none"> <li>● Intermittent faults that are infrequent and minor impact to core services</li> <li>● Statistical reporting problems</li> </ul>



Severity 4	<p>This is defined as a minor issue, which has little or no impact on the functionality, efficiency or usability of core services. The following are examples of this kind of severity:</p> <ul style="list-style-type: none"><li>• Faults resulting in minor functions or features being unsupported or unreliable in ways that are not noticeable to the user.</li><li>• Faults that have no impact in how the user perceives the system to work.</li><li>• Cosmetic issues.</li><li>• Requests for information.</li><li>• Preventive Maintenance</li></ul>
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#### 4.0 Severity Level Response Time Goals

(Customer's Response Time Classification is designated in the Customer Support Plan.)

Severity Level	Standard Response Time
Severity 1*	Within 4 hours from receipt of notification continuously
Severity 2	Within 4 hours from receipt of notification Standard Business Day
Severity 3	Within 8 hours from receipt of notification Standard Business Day
Severity 4	Within 12 hours from receipt of notification Standard Business Day

\* Premier Response is an option that can be purchased, it provides a 2-hour response time for severity 1 issues.



## Appendix I: NICE Gold Maintenance with Remote Access Statement of Work

The terms and conditions of this Statement of Work (SOW) are an integral part of Motorola's Service Agreement or other applicable agreement to which it is attached and made a part thereof by this reference.

Motorola utilizes NICE equipment to provide a complete, reliable and robust solution for Customer audio recording requirements.

### 1.0 Description of Services

Motorola System Support Center (SSC) will initiate the Customer service request to NICE Systems, Inc. (NICE). NICE will deliver services identified in the NICE Gold Maintenance tables provided in this SOW. Post warranty services provided by NICE include phone coverage, onsite support and hardware support for applicable NICE IP Logging Equipment integrated within a Motorola network or MCC 7500 console site.

The terms and conditions of this Statement of Work (SOW) are an integral part of Motorola's Service Terms and Conditions or other applicable Agreement to which it is attached and made a part thereof by this reference.

### 2.0 Motorola has the following responsibilities:

- 2.1 Respond to request for post warranty support for the Restoration of a failed System.
- 2.2 Collect model, serial number information, customer name and customer contact.
- 2.3 Provide a case number.
- 2.4 Contact NICE support and provide them with customer, case number, model, and serial number information. NICE will contact the customer/field team and work the issue to completion.
- 2.5 Advise caller of procedure for determining any additional requirements.
- 2.6 Coordinate resolutions with agreed upon third party vendor.
- 2.7 Close the case once the NICE issue has been resolved.

### 3.0 Customer has the following responsibilities:

- 3.1 Contact Motorola System Support Center (SSC) to initiate a service request.
- 3.2 Provide model and serial number.



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- 3.3 Provide a contact name and contact phone number.
  - 3.4 Allow NICE continuous remote access to the customer's ASTRO® 25 radio network for support of the MCC 7500 IP logging recorder, Archiving Interface Server (AIS), and replay station(s).
  - 3.5 Provide system information in Section 8.0
  - 4.0 NICE has the following responsibilities:
    - 4.1 Provide repair return authorization numbers to Customer.
    - 4.2 Provide services in accordance with [Table 1](#), per the time zone where the equipment resides, Monday through Friday, excluding holidays, and within the normal response times.



TABLE 1

This option is available to customers where the location of the equipment is within 4-hour drive time to most major metropolitan areas (identified at the time of purchase).

<b>Support Coverage</b>	Twenty-four (24) hours, seven (7) days a week
<b>Call Back Response Time</b>	Sixty (60) minutes after receipt of call from authorized representative
<b>On-Site Response Time for Priority 1 Service Issues</b>	Four (4) hours

<b>Gold Available within a 4 Hour Drive Time</b>	<b>Priority 1</b>	<b>Priority 2</b>	<b>Priority 3</b>	<b>Priority 4</b>
<b>Phone Availability</b>	<b>24*7</b>	<b>24*7</b>	<b>24*7</b>	<b>24*7</b>
<b>Support Coverage</b>	<b>24*7</b>	<b>24*7</b>	<b>24*7</b>	<b>24*7</b>
<b>Call Back Response Time</b>	<b>60 minutes</b>	<b>120 minutes</b>	<b>24 hours</b>	<b>24 hours</b>
<b>On Site Response Time*</b>	<b>4 hours</b>	<b>24 hours</b>	<b>48 hours</b>	<b>48 hours</b>

*\*On Site Response Time are in effect following the determination that on-site support is required. Repair parts are shipped overnight, unless otherwise pre-arranged. The arrival of the technician and the shipped parts will be coordinated to coincide.*

Priority 1 – Critical Failure – In a 100% recording environment, any failure of equipment, NICE software or communications to the NICE products which results in loss of recording channels or data, or if allowed to persist will result in such recording loss.

Priority 2 – Major Problem – Any problem resulting in loss of ability to retrieve calls or loss of replay functionality for two or more workstations.

Priority 3 – Product Anomaly – Any problem affecting one or more workstations which does not result in a loss of recording or replay but nevertheless results in diminished Product response or performance, for example if an administrator loses the ability to add or delete users.

Priority 4 – System Inquiry, planned intervention or request for information.

- 4.3 Receive malfunctioning hardware from Customer and document its arrival, repair and return.
- 4.4 Perform the following service on NICE hardware:





- 4.4.1 Replace malfunctioning components. NICE will use commercially reasonable efforts to repair or replace, in its discretion, any hardware found to be defective under normal and proper use and service during the contract period. An in-coverage unit will be repaired and returned at no charge except for under the following conditions:
- 4.4.1.1 The unit has been modified or damaged due to improper packaging, but only to the extent such damage is documented and any charges are approved in advance by the Customer; or
  - 4.4.1.2 If a unit is received for repair and found operable in accordance with current NICE standards, it will be classified as "no trouble



- found” and it will be returned in the same condition in which it was received at no charge.
- 4.5 Coordinate any repair activity with Motorola and Customer to ensure resolution
  - 4.6 On site reporting the NICE service provider (SP) will:
    - 4.6.1 Arrive at the Customer site and go directly to the Customer contact
    - 4.6.2 When SP is ready to leave, notify the Customer contact
    - 4.6.3 Provide verbal reports to the Customer contact on all work complete and in progress by NICE
    - 4.6.4 Sign out and leave with the Customer contact a visit report of the work accomplished by NICE and the outstanding issues
  - 4.7 Provide to the Customer contact within one (1) week of the on site visit a follow-up report on any outstanding issues
  - 4.8 Contact Motorola System Support Center to close the case
  - 4.9 Perform services according to NICE service priorities
  - 4.10 Software Upgrades- NICE’s standard maintenance services shall include installation of only such software updates to the NICE software which, in NICE’s sole discretion, are necessary to ensure efficient operation of the products (“NICE Software Updates”). NICE will provide Customer with a version of the NICE Software Update for Customer to review and authorize for installation. Upon such installation, Customer shall receive a copy of all written materials necessary to allow Customer to operate such NICE Software Updates. All NICE Software Updates are licensed for use solely on the Equipment on which the relevant NICE Software was first installed.
  - 5.0 Intentionally Omitted.
  - 6.0 In addition to any exclusions set forth in Section 7.0 below or in any other underlying Agreement to which this SOW is attached, the following items are excluded:
    - 6.1 All Infrastructure older than seven (7) years from product cancellation date
    - 6.2 Physically damaged Infrastructure
    - 6.3 Third party Equipment not shipped by Motorola



- 6.4 Consumable items including, but not limited to, batteries, connectors, cables, tone/ink cartridges
- 6.5 Test Equipment
- 6.6 Racks, furniture and cabinets
- 6.7 Firmware and/or Software upgrade

7.0 Inclusions, Exclusions, Exceptions and Notes for Infrastructure Repair

Data System Infrastructure	Inclusions, Exclusions, Exceptions and Notes for Infrastructure Repair
Logging Recorder	Includes NICE IP logging recorders Excludes all other technologies
Rack Mounts/Shelves	Includes NICE rack mount/shelf ONLY Excludes all other technologies
Replay Station	Excluded
Servers/Storage Center	Includes NICE servers/storage centers ONLY Excludes all other technologies
Workstation	Excluded

**Equipment Table**

1. 300-foot self-supported lattice communication tower located at Central Virginia Electric Cooperative; 31 Cooperative Way, Palmyra, Virginia 22963.
2. 300-foot self-supported lattice communication tower located at Columbia Elementary School; 563 Wilmington Road Palmyra, Virginia 22963.
3. 250-foot self-supported lattice communication tower located at Palmyra Governance Center; 11206 West River Road, Fork Union, Virginia 23055.
4. 195-foot self-supported lattice communication tower located at Fluvanna County Sheriff's Office; 160 Commons Blvd., Palmyra, Virginia 22963.
5. Radio and Communication equipment as per the attached schedules and all those towers, equipment, materials, hardware, software, items and things making up that System purchased, loaned, licensed and provided to Fluvanna County by Motorola Solutions, Inc., a Delaware corporation authorized to transact business in Virginia, and Fluvanna County under that Communications System Agreement, as amended by all change orders.

# Expenditure Table

1	2017-2018 Capital Expenditure - Water Treatment Plant	1,000,000
2	2017-2018 Capital Expenditure - Sewer Treatment Plant	1,000,000
3	2017-2018 Capital Expenditure - Stormwater Management	1,000,000
4	2017-2018 Capital Expenditure - Solid Waste Management	1,000,000
5	2017-2018 Capital Expenditure - Air Quality Management	1,000,000
6	2017-2018 Capital Expenditure - Noise Abatement	1,000,000
7	2017-2018 Capital Expenditure - Hazardous Waste Management	1,000,000
8	2017-2018 Capital Expenditure - Environmental Remediation	1,000,000
9	2017-2018 Capital Expenditure - Environmental Monitoring	1,000,000
10	2017-2018 Capital Expenditure - Environmental Research	1,000,000
11	2017-2018 Capital Expenditure - Environmental Education	1,000,000
12	2017-2018 Capital Expenditure - Environmental Enforcement	1,000,000
13	2017-2018 Capital Expenditure - Environmental Compliance	1,000,000
14	2017-2018 Capital Expenditure - Environmental Assessment	1,000,000
15	2017-2018 Capital Expenditure - Environmental Impact Statement	1,000,000
16	2017-2018 Capital Expenditure - Environmental Policy	1,000,000
17	2017-2018 Capital Expenditure - Environmental Planning	1,000,000
18	2017-2018 Capital Expenditure - Environmental Management	1,000,000
19	2017-2018 Capital Expenditure - Environmental Protection	1,000,000
20	2017-2018 Capital Expenditure - Environmental Conservation	1,000,000
21	2017-2018 Capital Expenditure - Environmental Stewardship	1,000,000
22	2017-2018 Capital Expenditure - Environmental Sustainability	1,000,000
23	2017-2018 Capital Expenditure - Environmental Resilience	1,000,000
24	2017-2018 Capital Expenditure - Environmental Adaptation	1,000,000
25	2017-2018 Capital Expenditure - Environmental Mitigation	1,000,000
26	2017-2018 Capital Expenditure - Environmental Compensation	1,000,000
27	2017-2018 Capital Expenditure - Environmental Rehabilitation	1,000,000
28	2017-2018 Capital Expenditure - Environmental Restoration	1,000,000
29	2017-2018 Capital Expenditure - Environmental Enhancement	1,000,000
30	2017-2018 Capital Expenditure - Environmental Improvement	1,000,000
31	2017-2018 Capital Expenditure - Environmental Upgrade	1,000,000
32	2017-2018 Capital Expenditure - Environmental Modernization	1,000,000
33	2017-2018 Capital Expenditure - Environmental Innovation	1,000,000
34	2017-2018 Capital Expenditure - Environmental Transformation	1,000,000
35	2017-2018 Capital Expenditure - Environmental Revolution	1,000,000
36	2017-2018 Capital Expenditure - Environmental Renaissance	1,000,000
37	2017-2018 Capital Expenditure - Environmental Reformation	1,000,000
38	2017-2018 Capital Expenditure - Environmental Reorganization	1,000,000
39	2017-2018 Capital Expenditure - Environmental Restructuring	1,000,000
40	2017-2018 Capital Expenditure - Environmental Refinement	1,000,000
41	2017-2018 Capital Expenditure - Environmental Optimization	1,000,000
42	2017-2018 Capital Expenditure - Environmental Streamlining	1,000,000
43	2017-2018 Capital Expenditure - Environmental Simplification	1,000,000
44	2017-2018 Capital Expenditure - Environmental Streamlining	1,000,000
45	2017-2018 Capital Expenditure - Environmental Streamlining	1,000,000
46	2017-2018 Capital Expenditure - Environmental Streamlining	1,000,000
47	2017-2018 Capital Expenditure - Environmental Streamlining	1,000,000
48	2017-2018 Capital Expenditure - Environmental Streamlining	1,000,000
49	2017-2018 Capital Expenditure - Environmental Streamlining	1,000,000
50	2017-2018 Capital Expenditure - Environmental Streamlining	1,000,000

## SECTION G.4.1

# DETAILED EQUIPMENT LIST

## G.4.1.1 TRUNKING SYSTEM

QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
1	112	X530BG	ADD: VHF (136-174 MHZ)
1	112	CA01949AA	ADD: ANALOG ONLY CONV SW
1	112	CA01952AA	ADD: ANALOG CONVENTIONAL SIMULCAST
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	112	DLN6821	FRU: GTR ANALOG 4W E&M SIMULCST KIT
1	207	DQ_FLUPAGECOMB	Paging channel addition to Combiner
1	425	SQM01SUM0274	SINGLE ZONE TRUNKED L CORE
1	425	NPI_001298	CA0XXXXAA - ADD: REDUNDANT CORE
1	425	CA01663AB	ADD: RACK
1	425	UA00137AA	ADD: EMAIL ALARM NOTIFICATIONS
1	425	CA02634AA	ADD: MOSCAD NFM VIRTUAL APP A7.15_A
1	425	UA00225AA	ADD: UEM ENHANCED NAVIGATION
1	425	UA00226AA	ADD: MICROWAVE MAP & SEGMENT VIEW
1	425	UA00227AA	ADD: UEM SNMP ELEMENT MANAGEMENT
1	425	CA01750AA	ADD: TERMINAL SERVER
1	425	CA02635AA	ADD: Fortinet Firewall Appliance
1	425	UA00158AA	ADD: PHASE 2 TDMA TRKG OP ZONE LIC
6	425	UA00159AA	ADD: P25 PHASE 2 TDMA TRKNG OP SITE
1	425	UA00152AA	ADD:500 RADIO USER LICENSES
13	425	CA02193AA	ADD: ANTI-MALWARE DEF UPDATE LIC
1	147	CLN1856	2620-24 ETHERNET SWITCH ?
5	708	T7885	MCAFFEE WINDOWS AV CLIENT
1	469	F4544	SITE MANAGER ADVANCED
1	469	V266	ADD: 90VAC TO 260VAC PS TO SM
1	469	VA00873	ADD: SDM SNT FW CURR ASTRO REL
1	708	TT2539	Z420 HIGH TIER WORKSTATION WINDOWS
1	708	DS019BLK	19 INCH NON-TOUCH MONITOR, BLACK
1	708	TT2177	INTOUCH RUNTIME 60K TAG W/O-I/O, V1
1	708	TT2296	HYPERACCESS VERSION 9.0
1	708	DDN9048	SERIAL/ IP 1 PORT SEAT LICENSE
1	906	DSTRAK88353M	GPS CLOCK, 10MHZ, RUBIDIUM, 48V INC
1	906	DSTRAKP001134	AC POWER SUPPLY FOR 8835 GPS CLOCK
1	906	DSTRAK4008245101	MOUNTING SHELF FOR 8835 GPS CLOCK

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Equipment List G4.2.1-1

QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
1	906	DSTRAKP002111KIT	ENHANCED FILTER ANTENNA KIT (N CONN
1	430	DVN4046B	MASTER SYSTEM KEY STARTER KIT
2	280	DLN6822	FRE: DL380p G8 HC 300GB DISK
1	280	DLN6864	FRU: DL380 G8p POWER SUPPLY
2	280	DLN6844	CPH 300 GB HARD DRIVE
2	280	DLN6866	DVD DRIVE
1	877	DLN6880	DAS - CHASSIS ONLY
2	877	DLN6879	DAS - PROCESSOR MODULE
2	877	DLN6867	DAS POWER SUPPLY
4	877	CKN6952	SAS CABLE 1M
7	425	DLN6881	1 TB SAS HARD DRIVE
1	708	DSSTBP8000100	SEAGATE : 8TB BUSINESS STORAGE 4-BA
1	877	DLN6692	HP LASERJET PRINTER CP3525DN 110V
1	708	TT2565	NM Z420 HIGH TIER WIN7-IE9 64BIT
1	877	T8123	ASTRO CLIENT APPL SW 7.15
1	708	DS019BLK	19 INCH NON-TOUCH MONITOR, BLACK
1	571	DSHPSUBLAPTOP	LAPTOP WINDOWS
6	708	T7885	MCAFFEE WINDOWS AV CLIENT
1	906	DSTRAK91009E	REMOTE SITE REDUNDANT MODULAR FREQU
50	351	L1700	FSJ1-50A CABLE: 1/4" SUPERFLEX POLY
4	351	DDN9769	TRANSMISSION LINE,F1TNM-HC 1/4IN TY
1	201	T7537	KVL 4000 KEYLOADER
1	201	U239AD	ADD: ASTRO 25 MODE
1	201	QA01767AA	ADD: KVL RADIO AUTHENTICATION
1	201	X795AJ	ADD: ASN MODE
1	201	CA01598AA	ADD: AC LINE CORD US
1	201	CA00182AP	ADD: AES ENCRYPTION SOFTWARE
1	201	X423AF	ADD: DES/DES-XL/DES-OFB ENCRYPTION
1	201	C543	ADD: CABLE FOR RNC, DIU, MGE
1	201	C724	CABLE, KEYLOAD
1	201	CA01603AA	ADD: USB COMM/CHARGE CABLE W/ CUP
1	514	HKN6182	KEYLOADING CABLE ADAPTER (GCAI)
1	644	TDN9390	KVL CABLE FOR XTS3000 AND MTS2000
1	201	TKN8209	CABLE KEYLOAD MX
2	509	TRN7343	SEVEN AND A HALF FOOT RACK
1	207	DSTSJ100BT	SPD, RJ-48 8 PIN, 10/100 BASE T TSJ
1	207	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TS
1	430	DVN4046B	MASTER SYSTEM KEY STARTER KIT
1	147	SQM01SUM0205	GGM 8000 GATEWAY
1	147	CA01616AA	ADD: AC POWER
1	147	CLN1856	2620-24 ETHERNET SWITCH

QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
1	147	CLN1858	3800-48 ETHERNET SWITCH
1	147	T8126	FORTINET FIREWALL APPLIANCE
1	56	DLN6940	460W POWER SUPPLY FOR DL380P
1	660	DLN6967	FRU: 500 GB SATA DRIVE
1	147	T7385	TERMINAL SERVER
1	112	T7321	GCM 8000 COMPARATOR
2	112	CA01183AA	ADD: GCM 8000 COMPARATOR
2	112	CA01185AA	ADD: IP BASED MULTISITE OPERATION
1	112	CA01901AA	ADD: P25 TDMA COMPARATOR SOFTWARE
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	112	T7321	GCM 8000 COMPARATOR
2	112	CA01183AA	ADD: GCM 8000 COMPARATOR
2	112	CA01185AA	ADD: IP BASED MULTISITE OPERATION
2	112	CA01901AA	ADD: P25 TDMA COMPARATOR SOFTWARE
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	112	T7038	GCP 8000 SITE CONTROLLER
1	112	CA00303AA	ADD: QTY (1) SITE CONTROLLER
7	112	CA02214AA	ADD: SIMULCAST REMOTE SITE LICENSE
1	112	CA01194AA	ADD: IP BASED MULTISITE SITE CONTRO
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	112	T7038	GCP 8000 SITE CONTROLLER
1	112	CA00303AA	ADD: QTY (1) SITE CONTROLLER
7	112	CA02214AA	ADD: SIMULCAST REMOTE SITE LICENSE
1	112	CA01194AA	ADD: IP BASED MULTISITE SITE CONTRO
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	906	DSTRAK91008E	PRIME/MASTER SITE REDUNDANT MODULAR
50	351	L1700	FSJ1-50A CABLE: 1/4" SUPERFLEX POLY
4	351	DDN9769	TRANSMISSION LINE,F1TNM-HC 1/4IN TY
2	147	SQM01SUM0205	GGM 8000 GATEWAY
2	147	CA01616AA	ADD: AC POWER
2	147	CLN1859	2620-48 ETHERNET SWITCH
2	147	SQM01SUM0205	GGM 8000 GATEWAY
2	147	CA01616AA	ADD: AC POWER
2	147	CLN1859	2620-48 ETHERNET SWITCH
1	509	TRN7343	SEVEN AND A HALF FOOT RACK
4	207	DSTSJ100BT	SPD, RJ-48 8 PIN, 10/100 BASE T TSJ
4	207	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TS
1	147	SQM01SUM0205	GGM 8000 GATEWAY
1	147	CA01616AA	ADD: AC POWER
1	147	CA02086AA	ADD: HIGH DENSITY ENH CONV GATEWAY
1	906	DSTRAK91061	FOUR PORT DDM

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Equipment List G4.2.1-3



QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
1	147	SQM01SUM0205	GGM 8000 GATEWAY
1	147	CA01616AA	ADD: AC POWER
1	147	CA02086AA	ADD: HIGH DENSITY ENH CONV GATEWAY
1	112	DLN6892	FRU: XCVR VHF V2
1	112	DLN6897	FRU: PA VHF
1	112	DLN6569	FRU: GCP 8000/GCM 8000
1	112	DLN6781	FRU POWER SUPPLY
1	729	DLN6455	CONFIGURATION/SERVICE SOFTWARE
1	112	DLN6898	FRU: FAN MODULE
2	147	SQM01SUM0205	GGM 8000 GATEWAY
2	147	CA01616AA	ADD: AC POWER
2	147	CLN1856	2620-24 ETHERNET SWITCH ?
4	112	T7039	GTR 8000 Base Radio
4	112	X530BG	ADD: VHF (136-174 MHZ)
4	112	CA01193AA	ADD: IP BASED MULTISITE BASE RADIO
4	112	CA01953AA	ADD: POWER EFFICIENCY PACKAGE
3	112	CA01842AA	ADD: P25 TDMA SOFTWARE
4	112	X153AW	ADD: RACK MOUNT HARDWARE
1	509	TRN7343	SEVEN AND A HALF FOOT RACK
1	207	DSTSJ100BT	SPD, RJ-48 8 PIN, 10/100 BASE T TSJ
1	207	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TS
2	147	SQM01SUM0205	GGM 8000 GATEWAY
2	147	CA01616AA	ADD: AC POWER
2	147	CLN1856	2620-24 ETHERNET SWITCH
1	906	DSTRAK91009E	REMOTE SITE REDUNDANT MODULAR FREQU
2	906	DSTRAK91061	FOUR PORT DDM
50	351	L1700	FSJ1-50A CABLE: 1/4" SUPERFLEX POLY
4	351	DDN9769	TRANSMISSION LINE,F1TNM-HC 1/4IN TY
4	112	T7039	GTR 8000 Base Radio
4	112	X530BG	ADD: VHF (136-174 MHZ)
4	112	CA01193AA	ADD: IP BASED MULTISITE BASE RADIO
4	112	CA01953AA	ADD: POWER EFFICIENCY PACKAGE
3	112	CA01842AA	ADD: P25 TDMA SOFTWARE
4	112	X153AW	ADD: RACK MOUNT HARDWARE
1	509	TRN7343	SEVEN AND A HALF FOOT RACK
2	207	DSTSJ100BT	SPD, RJ-48 8 PIN, 10/100 BASE T TSJ
2	147	SQM01SUM0205	GGM 8000 GATEWAY
2	147	CA01616AA	ADD: AC POWER
2	147	CLN1856	2620-24 ETHERNET SWITCH
1	906	DSTRAK91009E	REMOTE SITE REDUNDANT MODULAR FREQU
2	906	DSTRAK91061	FOUR PORT DDM

QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
50	351	L1700	FSJ1-50A CABLE: 1/4" SUPERFLEX POLY
4	351	DDN9769	TRANSMISSION LINE,F1TNM-HC 1/4IN TY
4	112	T7039	GTR 8000 Base Radio
4	112	X530BG	ADD: VHF (136-174 MHZ)
4	112	CA01193AA	ADD: IP BASED MULTISITE BASE RADIO
4	112	CA01953AA	ADD: POWER EFFICIENCY PACKAGE
3	112	CA01842AA	ADD: P25 TDMA SOFTWARE
4	112	X153AW	ADD: RACK MOUNT HARDWARE
1	509	TRN7343	SEVEN AND A HALF FOOT RACK
2	207	DSTSJ100BT	SPD, RJ-48 8 PIN, 10/100 BASE T TSJ
2	147	SQM01SUM0205	GGM 8000 GATEWAY
2	147	CA01616AA	ADD: AC POWER
2	147	CLN1856	2620-24 ETHERNET SWITCH
1	906	DSTRAK91009E	REMOTE SITE REDUNDANT MODULAR FREQU
2	906	DSTRAK91061	FOUR PORT DDM
50	351	L1700	FSJ1-50A CABLE: 1/4" SUPERFLEX POLY
4	351	DDN9769	TRANSMISSION LINE,F1TNM-HC 1/4IN TY
4	112	T7039	GTR 8000 Base Radio
4	112	X530BG	ADD: VHF (136-174 MHZ)
4	112	CA01193AA	ADD: IP BASED MULTISITE BASE RADIO
4	112	CA01953AA	ADD: POWER EFFICIENCY PACKAGE
3	112	CA01842AA	ADD: P25 TDMA SOFTWARE
4	112	X153AW	ADD: RACK MOUNT HARDWARE
1	509	TRN7343	SEVEN AND A HALF FOOT RACK
2	207	DSTSJ100BT	SPD, RJ-48 8 PIN, 10/100 BASE T TSJ
2	147	SQM01SUM0205	GGM 8000 GATEWAY
2	147	CA01616AA	ADD: AC POWER
1	906	DSTRAK88353M	GPS CLOCK, 10MHZ, RUBIDIUM, 48V INC
1	906	DSTRAKP001134	AC POWER SUPPLY FOR 8835 GPS CLOCK
1	906	DSTRAK4008245101	MOUNTING SHELF FOR 8835 GPS CLOCK
1	112	T7038	GCP 8000 SITE CONTROLLER
2	112	CA01536AA	GPB 8000 REFERENCE DISTRIBUTION MOD
2	112	CA01537AC	ADD: RDM SW FOR RX ONLY
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	112	T7540	GPW 8000 RECEIVER
1	112	X302AR	ADD: QTY 2 GPW 8000 RECEIVER
2	112	X530BH	ADD: VHF (136-174 MHZ)
2	112	CA01193AB	ADD: IP BASED MULTISITE (SIMULCAST)
1	112	CA01953AB	ADD: POWER EFFICIENCY PACKAGE
1	112	CA01842AB	ADD : P25 TDMA RCVR SOFTWARE
1	112	X153AW	ADD: RACK MOUNT HARDWARE

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Equipment List G4.2.1-5



QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
1	112	T7540	GPW 8000 RECEIVER
1	112	X302AR	ADD: QTY 2 GPW 8000 RECEIVER
2	112	X530BH	ADD: VHF (136-174 MHZ)
2	112	CA01193AB	ADD: IP BASED MULTISITE (SIMULCAST/
1	112	CA01953AB	ADD: POWER EFFICIENCY PACKAGE
2	112	CA01842AB	ADD : P25 TDMA RCVR SOFTWARE
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	509	TRN7343	SEVEN AND A HALF FOOT RACK
2	207	DSTSJ100BT	SPD, RJ-48 8 PIN, 10/100 BASE T TSJ
2	147	SQM01SUM0205	GGM 8000 GATEWAY
2	147	CA01616AA	ADD: AC POWER
1	906	DSTRAK88353M	GPS CLOCK, 10MHZ, RUBIDIUM, 48V INC
1	906	DSTRAKP001134	AC POWER SUPPLY FOR 8835 GPS CLOCK
1	906	DSTRAK4008245101	MOUNTING SHELF FOR 8835 GPS CLOCK
1	112	T7038	GCP 8000 SITE CONTROLLER
2	112	CA01536AA	GPB 8000 REFERENCE DISTRIBUTION MOD
2	112	CA01537AC	ADD: RDM SW FOR RX ONLY
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	112	T7540	GPW 8000 RECEIVER
1	112	X302AR	ADD: QTY 2 GPW 8000 RECEIVER
2	112	X530BH	ADD: VHF (136-174 MHZ)
2	112	CA01193AB	ADD: IP BASED MULTISITE (SIMULCAST/
1	112	CA01953AB	ADD: POWER EFFICIENCY PACKAGE
1	112	CA01842AB	ADD : P25 TDMA RCVR SOFTWARE
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	112	T7540	GPW 8000 RECEIVER
1	112	X302AR	ADD: QTY 2 GPW 8000 RECEIVER
2	112	X530BH	ADD: VHF (136-174 MHZ)
2	112	CA01193AB	ADD: IP BASED MULTISITE (SIMULCAST/
1	112	CA01953AB	ADD: POWER EFFICIENCY PACKAGE
2	112	CA01842AB	ADD : P25 TDMA RCVR SOFTWARE
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	509	TRN7343	SEVEN AND A HALF FOOT RACK
2	207	DSTSJ100BT	SPD, RJ-48 8 PIN, 10/100 BASE T TSJ
2	147	SQM01SUM0205	GGM 8000 GATEWAY
2	147	CA01616AA	ADD: AC POWER
1	906	DSTRAK88353M	GPS CLOCK, 10MHZ, RUBIDIUM, 48V INC
1	906	DSTRAKP001134	AC POWER SUPPLY FOR 8835 GPS CLOCK
1	906	DSTRAK4008245101	MOUNTING SHELF FOR 8835 GPS CLOCK
1	112	T7038	GCP 8000 SITE CONTROLLER
2	112	CA01536AA	GPB 8000 REFERENCE DISTRIBUTION MOD

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Equipment List G4.2.1-6

QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
2	112	CA01537AC	ADD: RDM SW FOR RX ONLY
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	112	T7540	GPW 8000 RECEIVER
1	112	X302AR	ADD: QTY 2 GPW 8000 RECEIVER
2	112	X530BH	ADD: VHF (136-174 MHZ)
2	112	CA01193AB	ADD: IP BASED MULTISITE (SIMULCAST/
1	112	CA01953AB	ADD: POWER EFFICIENCY PACKAGE
1	112	CA01842AB	ADD : P25 TDMA RCVR SOFTWARE
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	112	T7540	GPW 8000 RECEIVER
1	112	X302AR	ADD: QTY 2 GPW 8000 RECEIVER
2	112	X530BH	ADD: VHF (136-174 MHZ)
2	112	CA01193AB	ADD: IP BASED MULTISITE (SIMULCAST/
1	112	CA01953AB	ADD: POWER EFFICIENCY PACKAGE
2	112	CA01842AB	ADD : P25 TDMA RCVR SOFTWARE
1	112	X153AW	ADD: RACK MOUNT HARDWARE
1	509	TRN7343	SEVEN AND A HALF FOOT RACK
2	207	DSTSJ100BT	SPD, RJ-48 8 PIN, 10/100 BASE T TSJ
1	469	F4544	SITE MANAGER ADVANCED
1	469	V266	ADD: 90VAC TO 260VAC PS TO SM
1	469	VA00872	ADD: SDM ASTRO RTU FW CURR ASTRO RE
2	469	V592	AAD TERM BLCK & CONN WI
1	382	F4528	GMC_PER_DEVICE_SW_LICENSES
1	382	V809	GMC_SW_LIC_PER_NFM-RTU_I-O
7	382	F2463	RTU_PER_DEVICE_SW_LICENSES
7	382	V839	RTU_SW_LIC_PER_NFM-RTU_I-O
1	469	F4544	SITE MANAGER ADVANCED
1	469	V266	ADD: 90VAC TO 260VAC PS TO SM
1	469	VA00872	ADD: SDM ASTRO RTU FW CURR ASTRO RE
3	469	V592	AAD TERM BLCK & CONN WI
1	382	F4528	GMC_PER_DEVICE_SW_LICENSES
1	382	V809	GMC_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	GMC_SW_LIC_PER_TRAK_GPS
2	382	V283	GMC_SW_LIC_PER_MNI_M-W_RADIO
1	382	F2463	RTU_PER_DEVICE_SW_LICENSES
1	382	V839	RTU_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	RTU_SW_LIC_PER_TRAK_GPS
2	382	V840	RTU_SW_LIC_PER_MNI_M-W_RADIO
2	351	DSF4DRC	1/2" 7-16 DIN MALE RIGHT ANGLE CONN
1	469	F4544	SITE MANAGER ADVANCED
1	469	V266	ADD: 90VAC TO 260VAC PS TO SM



QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
1	469	VA00872	ADD: SDM ASTRO RTU FW CURR ASTRO RE
3	469	V592	AAD TERM BLCK & CONN WI
1	382	F4528	GMC_PER_DEVICE_SW_LICENSES
1	382	V809	GMC_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	GMC_SW_LIC_PER_TRAK_GPS
2	382	V283	GMC_SW_LIC_PER_MNI_M-W_RADIO
1	382	F2463	RTU_PER_DEVICE_SW_LICENSES
1	382	V839	RTU_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	RTU_SW_LIC_PER_TRAK_GPS
2	382	V840	RTU_SW_LIC_PER_MNI_M-W_RADIO
2	351	DSF4DRC	1/2" 7-16 DIN MALE RIGHT ANGLE CONN
1	469	F4544	SITE MANAGER ADVANCED
1	469	V266	ADD: 90VAC TO 260VAC PS TO SM
1	469	VA00872	ADD: SDM ASTRO RTU FW CURR ASTRO RE
3	469	V592	AAD TERM BLCK & CONN WI
1	382	F4528	GMC_PER_DEVICE_SW_LICENSES
1	382	V809	GMC_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	GMC_SW_LIC_PER_TRAK_GPS
2	382	V283	GMC_SW_LIC_PER_MNI_M-W_RADIO
1	382	F2463	RTU_PER_DEVICE_SW_LICENSES
1	382	V839	RTU_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	RTU_SW_LIC_PER_TRAK_GPS
2	382	V840	RTU_SW_LIC_PER_MNI_M-W_RADIO
2	351	DSF4DRC	1/2" 7-16 DIN MALE RIGHT ANGLE CONN
1	469	F4544	SITE MANAGER ADVANCED
1	469	V266	ADD: 90VAC TO 260VAC PS TO SM
1	469	VA00872	ADD: SDM ASTRO RTU FW CURR ASTRO RE
3	469	V592	AAD TERM BLCK & CONN WI
1	382	F4528	GMC_PER_DEVICE_SW_LICENSES
1	382	V809	GMC_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	GMC_SW_LIC_PER_TRAK_GPS
2	382	V283	GMC_SW_LIC_PER_MNI_M-W_RADIO
1	382	F2463	RTU_PER_DEVICE_SW_LICENSES
1	382	V839	RTU_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	RTU_SW_LIC_PER_TRAK_GPS
2	382	V840	RTU_SW_LIC_PER_MNI_M-W_RADIO
2	351	DSF4DRC	1/2" 7-16 DIN MALE RIGHT ANGLE CONN
1	469	F4544	SITE MANAGER ADVANCED
1	469	V266	ADD: 90VAC TO 260VAC PS TO SM
1	469	VA00872	ADD: SDM ASTRO RTU FW CURR ASTRO RE
3	469	V592	AAD TERM BLCK & CONN WI

QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
1	382	F4528	GMC_PER_DEVICE_SW_LICENSES
1	382	V809	GMC_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	GMC_SW_LIC_PER_TRAK_GPS
2	382	V283	GMC_SW_LIC_PER_MNI_M-W_RADIO
1	382	F2463	RTU_PER_DEVICE_SW_LICENSES
1	382	V839	RTU_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	RTU_SW_LIC_PER_TRAK_GPS
2	382	V840	RTU_SW_LIC_PER_MNI_M-W_RADIO
1	469	F4544	SITE MANAGER ADVANCED
1	469	V266	ADD: 90VAC TO 260VAC PS TO SM
1	469	VA00872	ADD: SDM ASTRO RTU FW CURR ASTRO RE
3	469	V592	AAD TERM BLCK & CONN WI
1	382	F4528	GMC_PER_DEVICE_SW_LICENSES
1	382	V809	GMC_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	GMC_SW_LIC_PER_TRAK_GPS
2	382	V283	GMC_SW_LIC_PER_MNI_M-W_RADIO
1	382	F2463	RTU_PER_DEVICE_SW_LICENSES
1	382	V839	RTU_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	RTU_SW_LIC_PER_TRAK_GPS
2	382	V840	RTU_SW_LIC_PER_MNI_M-W_RADIO
1	469	F4544	SITE MANAGER ADVANCED
1	469	V266	ADD: 90VAC TO 260VAC PS TO SM
1	469	VA00872	ADD: SDM ASTRO RTU FW CURR ASTRO RE
3	469	V592	AAD TERM BLCK & CONN WI
1	382	F4528	GMC_PER_DEVICE_SW_LICENSES
1	382	V809	GMC_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	GMC_SW_LIC_PER_TRAK_GPS
2	382	V283	GMC_SW_LIC_PER_MNI_M-W_RADIO
1	382	F2463	RTU_PER_DEVICE_SW_LICENSES
1	382	V839	RTU_SW_LIC_PER_NFM-RTU_I-O
1	382	V838	RTU_SW_LIC_PER_TRAK_GPS
2	382	V840	RTU_SW_LIC_PER_MNI_M-W_RADIO
4	443	B1933	MOTOROLA VOICE PROCESSOR MODULE
1	443	B1905	MCC 7500 ASTRO 25 SOFTWARE
4	443	CA01642AA	ADD: MCC 7500 BASIC CONSOLE FUNCTIO
4	443	CA01644AA	ADD: MCC 7500 /MCC 7100 ADV CONVL O
4	443	CA01643AA	ADD: MCC 7500 / MCC 7100 TRUNKING
4	443	CA00147AF	ADD: MCC 7500 SECURE OPERATION
4	443	CA00143AC	ADD: DES-OFB ALGORITHM
4	443	CA00182AB	ADD: AES ALGORITHM
4	443	CA00140AA	ADD: AC LINE CORD, NORTH AMERICAN

QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
4	708	DSE686772	ELO 1928L 19IN LCD TOUCH MONITOR, D
4	708	TT2538	Z420 LOW TIER WORKSTATION WINDOWS 7
4	877	T7448	WINDOWS SUPPLEMENTAL FULL CONFIG
4	207	DSRMP615A	SPD, TYPE 3, 120V RACK MOUNT, 15A P
16	443	B1912	MCC SERIES DESKTOP SPEAKER
4	443	B1914	MCC SERIES DESKTOP GOOSENECK MICROP
8	443	B1913	MCC SERIES HEADSET JACK
8	706	RLN6098	HDST MODULE BASE W/PTT, 15' CBL
8	706	RMN5078B	SUPRAPLUS NC SINGLE MUFF HEADSET
4	708	DSTWIN6328A	PROVIDES ONE DUAL PEDAL FOOTSWITCH
4	708	T7885	MCAFFEE WINDOWS AV CLIENT
4	229	DDN1611	DUAL IRR SW USB HASP WITH LICENSE (
4	229	DDN1895	SOUND BLASTER AUDIGY RX SOUND CARD
4	708	CDN6673	CREATIVE LABS INSPIRE A60
1	708	MOTOIP	NICE IP LOGGING RECORDER
1	469	F4543	SITE MANAGER BASIC
1	469	VA00874	ADD: AUX I-O SERV FW CURR ASTRO REL
1	469	V266	ADD: 90VAC TO 260VAC PS TO SM
3	469	V592	AAD TERM BLCK & CONN WI
1	443	BVN1013	MKM 7000 Console Alias Manager Soft
1	708	TT2538	Z420 LOW TIER WORKSTATION WINDOWS 7
1	708	T7885	MCAFFEE WINDOWS AV CLIENT
2	509	TRN7343	SEVEN AND A HALF FOOT RACK
2	207	DSTSJ100BT	SPD, RJ-48 8 PIN, 10/100 BASE T TSJ
1	207	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TS
1	443	B1912	MCC SERIES DESKTOP SPEAKER
1	443	B1914	MCC SERIES DESKTOP GOOSENECK MICROP
1	443	B1913	MCC SERIES HEADSET JACK
4	761	L30KSS9PW1 N	APX7500 SINGLE BAND VHF MID PO
4	761	G806	ADD: ASTRO? DIGITAL CAI OPERATION
4	761	G51	ENH: SMARTZONE OPERATION APX
4	761	G361	ADD: P25 TRUNKING SOFTWARE
4	761	GA00580	ADD: TDMA OPERATION
4	761	G851	ADD: AES/DES-XL/DES-OFB ENCRYPTION
4	761	W969	ADD: MULTIPLE KEY ENCRYPTION OPERAT
4	761	W12	ADD: RF PREAMP
4	761	L998	ADD: LIMITED FRONT PANEL W/CLOCK/VU
4	761	G90	ADD: NO MICROPHONE NEEDED
4	761	CA01598	ADD: AC LINE CORD US
4	185	GA00232	ENH: 3 YR SFS LITE
50	755	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE

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Equipment List G4.2.1-10



QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
50	755	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL
50	755	QA00580	ADD: TDMA OPERATION
50	755	H301	DEL: DELETE BELT CLIP/BASIC CARRY H
50	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
50	755	QA01427	ALT: IMPACT GREEN HOUSING
50	185	H885BK	ENH: 2 YR SFS LITE
50	372	HMN4101B	IMPRES RSM NO DSPLY W JACK, NO CHNL
50	271	PMLN5657B	APX6000 CC 2.75 SWLBL 2900&2150MAH
50	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
50	755	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE
50	755	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL
50	755	QA00580	ADD: TDMA OPERATION
50	755	H301	DEL: DELETE BELT CLIP/BASIC CARRY H
50	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
50	755	QA01427	ALT: IMPACT GREEN HOUSING
50	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
50	185	H885BK	ENH: 2 YR SFS LITE
50	372	HMN4101B	IMPRES RSM NO DSPLY W JACK, NO CHNL
50	271	PMLN5657B	APX6000 CC 2.75 SWLBL 2900&2150MAH
50	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
50	755	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE
50	755	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL
50	755	QA00580	ADD: TDMA OPERATION
50	755	H301	DEL: DELETE BELT CLIP/BASIC CARRY H
50	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
50	755	QA01427	ALT: IMPACT GREEN HOUSING
50	185	H885BK	ENH: 2 YR SFS LITE
50	372	HMN4101B	IMPRES RSM NO DSPLY W JACK, NO CHNL
50	271	PMLN5657B	APX6000 CC 2.75 SWLBL 2900&2150MAH
50	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
13	755	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE
13	755	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL
13	755	QA00580	ADD: TDMA OPERATION
13	755	H301	DEL: DELETE BELT CLIP/BASIC CARRY H
13	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
13	755	QA01427	ALT: IMPACT GREEN HOUSING
13	185	H885BK	ENH: 2 YR SFS LITE
13	372	HMN4101B	IMPRES RSM NO DSPLY W JACK, NO CHNL
13	271	PMLN5657B	APX6000 CC 2.75 SWLBL 2900&2150MAH
13	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
50	755	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE

QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
50	755	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL
50	755	QA00580	ADD: TDMA OPERATION
50	755	H301	DEL: DELETE BELT CLIP/BASIC CARRY H
50	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
50	755	QA01427	ALT: IMPACT GREEN HOUSING
50	185	H885BK	ENH: 2 YR SFS LITE
50	372	HMN4101B	IMPRES RSM NO DSPLY W JACK, NO CHNL
50	271	PMLN5657B	APX6000 CC 2.75 SWLBL 2900&2150MAH
50	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
15	755	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE
15	755	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL
15	755	QA00580	ADD: TDMA OPERATION
15	755	H301	DEL: DELETE BELT CLIP/BASIC CARRY H
15	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
15	755	QA01427	ALT: IMPACT GREEN HOUSING
15	185	H885BK	ENH: 2 YR SFS LITE
15	372	HMN4101B	IMPRES RSM NO DSPLY W JACK, NO CHNL
15	271	PMLN5657B	APX6000 CC 2.75 SWLBL 2900&2150MAH
15	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
6	655	H97TGD9PW1 N	APX7000 DIGITAL PORTABLE RADIO
6	655	QA00570	ADD: VHF PRIMARY BAND
6	655	QA00573	ADD: 7/800MHZ SECONDARY BAND
6	655	QA00579	ADD: ENABLE DUAL BAND OPERATION
6	655	Q806	ADD: ASTRO? DIGITAL CAI OPERATION
6	655	H38	ADD: SMARTZONE OPERATION
6	655	Q361	ADD: P25 9600 BAUD TRUNKING
6	655	QA00580	ADD: TDMA OPERATION
6	655	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
6	185	Q58	ADD: 2 YR REPAIR SERVICE ADVANTAGE
6	655	QA01427	ALT: IMPACT GREEN HOUSING
6	271	PMLN5324C	LEATHER CASE 2.75 SWL BL 2500MAH
6	372	HMN4101B	IMPRES RSM NO DSPLY W JACK, NO CHNL
6	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
32	755	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE
32	755	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL
32	755	QA00580	ADD: TDMA OPERATION
32	755	H301	DEL: DELETE BELT CLIP/BASIC CARRY H
32	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
32	755	Q629	ENH: AES ENCRYPTION
32	185	H885BK	ENH: 2 YR SFS LITE
32	271	PMLN5657B	APX6000 CC 2.75 SWLBL 2900&2150MAH

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QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
32	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
6	655	H97TGD9PW1 N	APX7000 DIGITAL PORTABLE RADIO
6	655	QA00570	ADD: VHF PRIMARY BAND
6	655	QA00573	ADD: 7/800MHZ SECONDARY BAND
6	655	QA00579	ADD: ENABLE DUAL BAND OPERATION
6	655	Q806	ADD: ASTRO? DIGITAL CAI OPERATION
6	655	H38	ADD: SMARTZONE OPERATION
6	655	Q361	ADD: P25 9600 BAUD TRUNKING
6	655	Q629	ENH: AES ENCRYPTION
6	655	QA00580	ADD: TDMA OPERATION
6	655	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
6	185	Q58	ADD: 2 YR REPAIR SERVICE ADVANTAGE
6	655	QA01427	ALT: IMPACT GREEN HOUSING
6	271	PMLN5324C	LEATHER CASE 2.75 SWL BL 2500MAH
6	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
10	755	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE
10	755	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL
10	755	QA00580	ADD: TDMA OPERATION
10	755	H301	DEL: DELETE BELT CLIP/BASIC CARRY H
10	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
10	755	Q629	ENH: AES ENCRYPTION
10	185	H885BK	ENH: 2 YR Sfs LITE
9	755	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE
9	755	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL
9	755	QA00580	ADD: TDMA OPERATION
9	755	H301	DEL: DELETE BELT CLIP/BASIC CARRY H
9	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
9	755	Q629	ENH: AES ENCRYPTION
9	185	H885BK	ENH: 2 YR Sfs LITE
9	372	PMMN4062A	APX7000 IMPRES RSM, NOISE CANC. EME
9	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
4	755	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE
4	755	QA02756	ADD: 9600 TRUNKING OR 3600 DIGITAL
4	755	QA00580	ADD: TDMA OPERATION
4	755	H301	DEL: DELETE BELT CLIP/BASIC CARRY H
4	755	QA01833	ADD: EXTREME 1-SIDED NOISE REDUCTIO
4	755	Q629	ENH: AES ENCRYPTION
4	185	H885BK	ENH: 2 YR Sfs LITE
4	372	PMMN4062A	APX7000 IMPRES RSM, NOISE CANC. EME
4	785	WPLN7080	APX 7000 IMPRES CG SU APX7000 US/NA
50	471	M22KSS9PW1 N	APX4500 VHF

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QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
50	471	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SIN
50	471	GA00580	ADD: TDMA OPERATION
50	471	GA00804	ADD: APX O2 CONTROL HEAD (Green)
50	471	G444	ADD: APX CONTROL HEAD SOFTWARE
50	471	G66	ADD: DASH MOUNT O2 WWM
50	471	W22	ADD: PALM MICROPHONE
50	185	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG
50	471	G300	ADD: 1/4 WAVE ROOF TOP ANT VHF
50	471	B18	ADD: AUXILARY SPKR 7.5 WATT
24	471	M22KSS9PW1 N	APX4500 VHF
24	471	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SIN
24	471	GA00580	ADD: TDMA OPERATION
24	471	GA00804	ADD: APX O2 CONTROL HEAD (Green)
24	471	G444	ADD: APX CONTROL HEAD SOFTWARE
24	471	G66	ADD: DASH MOUNT O2 WWM
24	471	W22	ADD: PALM MICROPHONE
24	185	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG
24	471	G300	ADD: 1/4 WAVE ROOF TOP ANT VHF
24	471	B18	ADD: AUXILARY SPKR 7.5 WATT
1	471	M22KSS9PW1 N	APX4500 VHF
1	471	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SIN
1	471	GA00580	ADD: TDMA OPERATION
1	471	GA00804	ADD: APX O2 CONTROL HEAD (Green)
1	471	G444	ADD: APX CONTROL HEAD SOFTWARE
1	471	G66	ADD: DASH MOUNT O2 WWM
1	471	W22	ADD: PALM MICROPHONE
1	185	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG
1	471	G300	ADD: 1/4 WAVE ROOF TOP ANT VHF
1	471	B18	ADD: AUXILARY SPKR 7.5 WATT
8	471	M22KSS9PW1 N	APX4500 VHF
8	471	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SIN
8	471	GA00580	ADD: TDMA OPERATION
8	471	GA00804	ADD: APX O2 CONTROL HEAD (Green)
8	471	G444	ADD: APX CONTROL HEAD SOFTWARE
8	471	G67	ADD: REMOTE MOUNT O2 WWM
8	471	W22	ADD: PALM MICROPHONE
8	185	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG
8	471	G300	ADD: 1/4 WAVE ROOF TOP ANT VHF
8	471	B18	ADD: AUXILARY SPKR 7.5 WATT
5	527	M25KSS9PW1 N	APX6500 VHF MID POWER
5	527	G806	ADD: ASTRO? DIGITAL CAI OPERATION

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Equipment List G4.2.1-14



QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
5	527	G51	ENH: SMARTZONE OPERATION APX6500
5	527	GA00580	ADD: TDMA OPERATION
5	527	G442	ADD: O5 CONTROL HEAD
5	527	G444	ADD: APX CONTROL HEAD SOFTWARE
5	527	G67	ADD: REMOTE MOUNT MID POWER
5	527	G300	ADD:1/4 WAVE ROOF TOP ANT VHF
10	527	W22	ADD: PALM MICROPHONE
10	527	B18	ADD: AUXILARY SPKR 7.5 WATT
5	185	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG
5	527	GA00092	ADD: DUAL-CONTRL HD HARDWARE
10	527	G628	ADD: REMOTE MOUNT CBL 17 FEET
46	471	M22KSS9PW1 N	APX4500 VHF
46	471	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SIN
46	471	GA00580	ADD: TDMA OPERATION
46	471	GA00804	ADD: APX O2 CONTROL HEAD (Green)
46	471	G444	ADD: APX CONTROL HEAD SOFTWARE
46	471	G66	ADD: DASH MOUNT O2 WWM
46	471	W22	ADD: PALM MICROPHONE
46	471	G843	ADD: AES ENCRYPTION APX
46	185	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG
46	471	G300	ADD: 1/4 WAVE ROOF TOP ANT VHF
46	471	B18	ADD: AUXILARY SPKR 7.5 WATT
1	471	M22KSS9PW1 N	APX4500 VHF
1	471	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SIN
1	471	GA00580	ADD: TDMA OPERATION
1	471	GA00804	ADD: APX O2 CONTROL HEAD (Green)
1	471	G444	ADD: APX CONTROL HEAD SOFTWARE
1	471	G66	ADD: DASH MOUNT O2 WWM
1	471	W22	ADD: PALM MICROPHONE
1	471	G843	ADD: AES ENCRYPTION APX
1	185	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG
1	471	G300	ADD: 1/4 WAVE ROOF TOP ANT VHF
1	471	B18	ADD: AUXILARY SPKR 7.5 WATT
8	471	M22KSS9PW1 N	APX4500 VHF
8	471	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SIN
8	471	GA00580	ADD: TDMA OPERATION
8	471	GA00804	ADD: APX O2 CONTROL HEAD (Green)
8	471	G444	ADD: APX CONTROL HEAD SOFTWARE
8	471	G66	ADD: DASH MOUNT O2 WWM
8	471	W22	ADD: PALM MICROPHONE
8	471	G843	ADD: AES ENCRYPTION APX

County of Fluvanna, Virginia  
VHF Simulcast P25 Public Safety Emergency Communications Radio System

June 17, 2015  
Use or disclosure of this proposal is subject  
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Equipment List G4.2.1-15

QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
8	185	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG
8	471	G300	ADD: 1/4 WAVE ROOF TOP ANT VHF
8	471	B18	ADD: AUXILARY SPKR 7.5 WATT
14	471	M22KSS9PW1 N	APX4500 VHF
14	471	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SIN
14	471	GA00580	ADD: TDMA OPERATION
14	471	QA02018	ADD: ADVANCED WACN KEY SUPP DATA
14	471	GA00804	ADD: APX O2 CONTROL HEAD (Green)
14	471	G444	ADD: APX CONTROL HEAD SOFTWARE
14	471	G66	ADD: DASH MOUNT O2 WWM
14	471	W382	ADD: CONTROL STATION DESK GCAI MIC
14	185	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG
14	471	G142	ADD: NO SPEAKER NEEDED
14	471	G91	ADD: CONTROL STATION POWER SUPPLY
14	471	W665	ADD: BASE STATION APEXWWM
14	351	DSBA10121	ANTENNA BASE STA OMDIR 144-162MHZ F
1120	351	L1705	LDF4-50A CABLE: 1/2" LDF HELIAX POL
28	351	DDN1089	L4TNF-PSA TYPE N FEMALE PS FOR 1/2
14	207	DSIS50NXC2MA	RF SPD, 125-1000MHZ DC BLOCK FLANGE
14	351	DSGKSUNV	GK-SUNV SMALL UNIVERSAL GROUNDING K
140	351	L1700	FSJ1-50A CABLE: 1/4" SUPERFLEX POLY
14	351	DDN9769	F1TNM-HC 1/4" TYPE N MALE CONNECTO
14	351	DSBA10121	ANTENNA BASE STA OMDIR 144-162MHZ F
1120	351	L1705	LDF4-50A CABLE: 1/2" LDF HELIAX POL
28	351	DDN1089	L4TNF-PSA TYPE N FEMALE PS FOR 1/2
14	207	DSIS50NXC2MA	RF SPD, 125-1000MHZ DC BLOCK FLANGE
14	351	DSGKSUNV	GK-SUNV SMALL UNIVERSAL GROUNDING K
140	351	L1700	FSJ1-50A CABLE: 1/4" SUPERFLEX POLY
28	351	DDN9769	F1TNM-HC 1/4" TYPE N MALE CONNECTO
4	471	M22KSS9PW1 N	APX4500 VHF
4	471	QA02756	ADD: 3600 OR 9600 TRUNKING BAUD SIN
4	471	GA00580	ADD: TDMA OPERATION
4	471	GA00804	ADD: APX O2 CONTROL HEAD (Green)
4	471	G444	ADD: APX CONTROL HEAD SOFTWARE
4	471	G66	ADD: DASH MOUNT O2 WWM
4	471	W382	ADD: CONTROL STATION DESK GCAI MIC
4	185	G24	ENH: 2 YEAR REPAIR SERVICE ADVANTAG
4	471	G142	ADD: NO SPEAKER NEEDED
4	471	GA01056	ADD: SCHOOL SERCURITY ENHANCEMENT P
4	471	G91	ADD: CONTROL STATION POWER SUPPLY
4	471	W665	ADD: BASE STATION APEXWWM

County of Fluvanna, Virginia  
VHF Simulcast P25 Public Safety Emergency Communications Radio System

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Equipment List G4.2.1-16

QTY.	APC	MODEL	ITEM
	CODE	NUMBER	DESCRIPTION
4	471	G91	ADD: CONTROL STATION POWER SUPPLY
4	471	W665	ADD: BASE STATION APEXWWM
4	351	DSBA10121	ANTENNA BASE STA OMDIR 144-162MHZ F
300	351	L1705	LDF4-50A CABLE: 1/2" LDF HELIAX POL
8	351	DDN1089	L4TNF-PSA TYPE N FEMALE PS FOR 1/2
4	207	DSIS50NXC2MA	RF SPD, 125-1000MHZ DC BLOCK FLANGE
4	351	DSGKSUNV	GK-SUNV SMALL UNIVERSAL GROUNDING K
40	351	L1700	FSJ1-50A CABLE: 1/4" SUPERFLEX POLY
8	351	DDN9769	F1TNM-HC 1/4" TYPE N MALE CONNECTO
4	351	DSBA10121	ANTENNA BASE STA OMDIR 144-162MHZ F
300	351	L1705	LDF4-50A CABLE: 1/2" LDF HELIAX POL
8	351	DDN1089	L4TNF-PSA TYPE N FEMALE PS FOR 1/2
4	207	DSIS50NXC2MA	RF SPD, 125-1000MHZ DC BLOCK FLANGE
4	351	DSGKSUNV	GK-SUNV SMALL UNIVERSAL GROUNDING K
40	351	L1700	FSJ1-50A CABLE: 1/4" SUPERFLEX POLY
8	351	DDN9769	F1TNM-HC 1/4" TYPE N MALE CONNECTO
13	785	NNTN7065B	IMPRES MULTI UNIT CHARGER US/NA/CA/
80	136	A03JAC9JA1 N	143-174MHz MINITOR VI PAGERS

### Fluvanna County Post-Warranty Pricing (6/12/2017)

Pricing for: 1 L2 Core P25 Phase 2 TDMA VHF Master Site; 1 Prime Site; 6 RF Remote Sites; 24 Base; 1 Dispatch Ctr; 4 Ops pos; Stations; 1 AIS; 7 MOSCAD RTUs, MNI Microwave, NICE IP Logger and Inform Lite

Based on RF and Prime site Warranty starting 09.01.17, Core and Dispatch Warranty starting 09.05.16, Transition billing period to July-June Fiscal Year Period

	FY18 Yr 2 09.05.17 - 06.30.18	FY19 Yr 3 07.01.18 - 06.30.19	FY20 Yr 4 07.01.19 - 06.30.20	FY21 Yr 5 07.01.20 - 06.30.21	FY22 Yr 6 07.01.21 - 06.30.22
Advanced / Advanced Plus Services Astro 25 Advanced Service Includes: 24x7x365 Technical Support Network Hardware Repair Security Patching Onsite Support (Dispatch and Onsite Response) Annual Preventive Maintenance Network Event Monitoring					
Advanced Plus adds Network upgrades in FY19	\$ 88,106.52	\$ 287,551.92	\$ 306,635.04	\$ 312,073.44	\$ 319,350.36
Microwave Repair	\$ -	\$ 14,896.92	\$ 18,770.40	\$ 20,086.44	\$ 34,237.32
NICE Gold Support	\$ -	\$ 10,875.36	\$ 11,201.28	\$ 11,537.28	\$ 12,239.88
<b>Total Services Price</b>	<b>\$ 88,106.52</b>	<b>\$ 313,324.20</b>	<b>\$ 336,606.72</b>	<b>\$ 343,697.16</b>	<b>\$ 365,827.56</b>
Core Only Services	\$ 58,503.60	\$ 156,024.12	\$ 159,176.88	\$ 161,637.24	\$ 164,350.68
Previous Quote 12.05.16	<b>104,474</b>	<b>354,188</b>	<b>359,464</b>	<b>366,719</b>	<b>380,344</b>





Attn: National Service Support  
1307 East Algonquin Road  
Schaumburg, IL 60196  
(800) 247-2346

Date: 8/11/2017

## SERVICE AGREEMENT

Service Agreement # : USC000007168

Company Name: Fluvanna County, Virginia

Attn: \_\_\_\_\_

Billing Address: PO Box 540

City, State, Zip: Palmyra, VA. 22963

Customer Contact: Elliot Cheryl

Phone: (434) 591-1927

Fax: \_\_\_\_\_

Required P.O.: No

Customer # : 1000321612

Bill to Tag # : 0004

Contract Start Date: 09/01/2017

Contract End Date: 06/30/2018

Payment Cycle: Annual

Tax Exempt: Yes

PO # : \_\_\_\_\_

Qty	Model/Option	Description	Monthly Ext	Extended
	LSV01S00502A	***** Recurring Services *****  Advanced Service 24x7x365 Technical Support Network Hardware Repair Security Patching Onsite Support (Dispatch and Onsite Response) Annual Preventive Maintenance Network Event Monitoring Microwave Repair NICE Gold Support		
TOTAL				\$88,106.52

### SPECIAL INSTRUCTIONS

This Service Agreement is issued in accordance with and subject to the attached Terms and Conditions and Statements of Work.

Pricing Quoted accounts for a blending of System Equipment in and out of warranty.

The prices quoted via this service contract are valid only until September 30th, 2017. If the Customer does not provide to MSI a valid, executed contract renewal within 30 days of contract expiration, a one-time administrative fee equal to 5% of the subsequent year's annual contract rate will be billed to the Customer upon reestablishment of the expired service contract. Price with 5% Administrative fee once delinquent = \$92,511.84

THIS SERVICE AMOUNT IS SUBJECT TO STATE & LOCAL TAXING JURISDICTIONS, TO BE VERIFIED BY MOTOROLA.

SUBCONTRACTOR(S)	CITY	STATE
Motorola System Support Center	Elgin	IL
Motorola System Support Ctr - Call Center, Network Security, Network Mgmt, Technical Support	Schaumburg	IL
NICE Systems Inc.	Reston	VA
MNI Microwave		
Clear Communications & Electronics Inc.	Charlottesville	VA

X  
Authorized Customer Representative:

X  
PHONE

X Phu E  
Motorola Representative:

X 301 - 758 - 8059  
PHONE

08.11.17

Exhibit 4



## **MOTOROLA CUSTOMER SUPPORT PLAN**

Prepared For :

**FLUVANNA, COUNTY OF**

**160 Commons Blvd**

**Palmyra, VA. 22963**

# **TABLE OF CONTENTS**

- 1. Introduction**
- 2. Overview of Services**
- 3. Service Agreement and Customer Contact Information**
- 4. How to Obtain Services**
- 5. Above Contract Services**
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- 7. Severity Level Definitions**
- 8. Site Summary**

## 1. Introduction

Your Customer Support Plan contains everything you need to know in order to take advantage of the services provided in your contract. Motorola Service professionals deliver the most optimal and efficient solutions with high attention to detail. Motorola's Services organization is ready with the right combination of innovation, experience, process discipline and resources to provide you with the best support for your network.

You can be confident that you will receive the highest level of service, as you would expect from the world's communication leader. Our attention to quality and security has its roots in Motorola's storied pioneering of Six Sigma and dedication to best practices frameworks including ISO9001, TL9000, ITIL and FM with a future direction to move towards LEAN. Motorola has also received two Malcolm Baldrige National Quality Awards.

The Terms and Conditions of your Agreement and all its other Exhibits will take precedence over this Customer Support Plan. In case of any contradiction, please contact the Motorola representative(s) below.

Please take a moment to review your Customer Support Plan. Your Account Executive or Customer Support Manager can answer any further questions you may have.

### Customer Support Manager

Your Motorola Customer Support Manager provides coordination of support resources to enhance the quality of service delivery and to ensure your satisfaction. The Customer Support Manager (CSM) is responsible to oversee the execution of your support contract by serving in the role of customer advocate. They serve as a point of contact for issue resolution and escalation, monitoring of our contractual performance, providing review and analysis of process metrics and fostering a relationship for continuous improvement with customers.

Any changes to the information in this document should be communicated to your Customer Support Manager as soon as possible.

Your Customer Support Manager:	Ryan E. Depp
Phone:	301-758-8059
Email:	Ryan.depp@motorolasolutions.com

### Account Manager

Your Account Manager serves as your contact for information on new products and services, expansion of communications to meet growth needs for your organization, and ensure your satisfaction.

Your Account Manager:	Steve Garner
Phone:	804-739-8454
Email:	Steve.garner@motorolasolutions.com

## 2. Overview of Services

This section briefly describes the services in your services contract. For further details see the Statement of Work documentation included with your contract, or contact your Customer Support Manager or Account Executive.

### Technical Support

Motorola's 24 x 7 x 365 Technical Support service provides telephone consultation for technical issues that require a high level of ASTRO network expertise and troubleshooting capabilities. Technical Support is delivered through the SSC Network Operations Center by a staff of technical support specialists skilled in diagnosis and swift resolution of infrastructure performance and operational issues. Motorola applies industry best practices in recording, monitoring, escalating and reporting for Technical Support calls from its contracted customers, reflecting the importance of maintaining mission critical systems.

### Service Desk

The Service Desk provides a single point of contact for all Service related items, including communications between Customer, Third-Party Subcontractors, and Motorola. The Service Desk provides an ingress/egress point for Service Requests, Service Incidents, Changes, and Dispatch. All incoming transactions through the Service Desk are recorded, tracked and updated through the Motorola Customer Relationship Management (CRM) system. Key responsibilities are: Documentation of customer inquiries, requests, concerns and related tickets. The Services Desk will manage service requests received from authorized parties and will coordinate the appropriate response with Customer and third parties, as necessary.

### Network Event Monitoring

Network Event Monitoring provides for real time continuous event management for radio communications networks. The SSC Network Operations Center utilizes sophisticated tools for remote monitoring and event characterization of customer communications networks. When an event is detected, technologists acknowledge and assess the situation, and initiate a defined response

### OnSite Support

OnSite Support provides local, trained and qualified technicians who arrive at the customer location upon a dispatch service call to diagnose and restore the communications network. This involves running diagnostics on the hardware or FRU (Field Replacement Unit) and replacing defective infrastructure or FRU. The system technician will respond to the customer location based on pre-defined severity levels

### NICE Gold Maintenance

Motorola System Support Center (SSC) will initiate the Customer service request to NICE. NICE will deliver services identified in the NICE Maintenance tables provided in the SOW. Post warranty services provided by NICE include phone coverage, on site support and hardware support for applicable NICE Logging Equipment integrated within a Motorola network.

## Annual Preventive Maintenance

Annual Preventive Maintenance Service provides proactive, regularly scheduled operational test and alignment of infrastructure and network components to continually meet original manufacturer's specifications. Certified field technicians perform hands-on examination and diagnostics of network equipment on a routine and prescribed basis.

## Network Hardware Repair

Motorola provides a hardware repair service for all of the Motorola and select third-party infrastructure equipment supplied by Motorola. The Motorola authorized Repair Depot manages and performs the repair of Motorola supplied equipment as well as coordinating the equipment repair logistics process.

## Remote Security Patch Installation

Motorola maintains a dedicated vetting lab for each supported ASTRO release for the purpose of pre-testing security updates. In some cases, when appropriate, Motorola will make the updates available to outside vendors, allow them to test, and then incorporate those results into this offering. Once tested, Motorola posts the updates to a secured extranet website and sends an email notification to the customer. If there are any recommended configuration changes, warnings, or workarounds, Motorola will provide detailed documentation along with the updates on the website. In addition to testing the security updates, Remote Security Patch Installation includes remote installation of the updates.

## Network Updates – FY19+

Network Updates Service is comprehensive approach to technology refreshment of the ASTRO 25 system, incorporating both software and hardware updates aligned with the platform lifecycle roadmap so that the customer's system continually remains within the standard support window. Network Upgrades Service is a complete package of hardware, software and implementation services required to update the ASTRO 25 system to an eligible system release with an equivalent level of functionality.

### 3. Service Agreement Details and Customer Contact Information

Customer Number: 1000321612

Billing Tag: 0004

Service Agreement number: USC000007168

Service Agreement start date: 09.01.17

Service Agreement end date: 06.30.18

Contact for Service Escalations:

Name: Michael Grandstaff

Email: mgrandstaff@fluvannasheriff.com

Phone:434-591-2005

Customer Communications Director:

Name: Michael Grandstaff

Email: mgrandstaff@fluvannasheriff.com

Phone:434-591-2005

Customer Technician Contact (Primary):

Name: Michael Grandstaff

Email: mgrandstaff@fluvannasheriff.com

Phone:434-591-2005

Customer Contacts Authorized for MyView Portal Access and points of contact for reports/alerts/updates

Name	Email	Phone
Michael Grandstaff	mgrandstaff@fluvannasheriff.com	434-591-2005

#### 4. HOW TO OBTAIN SERVICES

##### How to Obtain Network Event Monitoring

Action	Information
Network Monitoring Notification of System Events	Upon receipt of an Event, the Network Monitoring Operations Team will create a Case and determine the severity level based on the definitions in Section 7.
	The Network Monitoring Operations Team will begin to diagnose an event by interrogating the system via the dedicated connection to the system.
	If remote remediation by Technical Support Operations is not possible, the case will be updated and Dispatch Operations center will follow procedures to dispatch OnSite support.

##### How to Obtain 24 x 7 x 365 Technical Support

Action	Information
Call the System Support Center Service Desk	1-800-323-9949, option #2.
Case created	Caller will receive a Case number
Technical Support Response Times	<p>Severity 1: Within 1 hour</p> <p>Severity 2: Within 4 hours*</p> <p>Severity 3/4: Within 24 hours*</p> <p>* Standard business days: M – F, 8 – 5 p.m., excluding US holidays</p>
Problem Diagnosis & Issue Resolution	Technical Support is available Monday - Friday 8:00am - 5:00pm local site time and 24 hours a day, 7 days a week for Severity 1 Incidents. Technical Support availability for severity 2, 3 and 4 incidents is outlined in the Section 7. Calls requiring incidents or service requests will be logged in Motorola's Customer Relationship Management (CRM) system. This helps ensure that technical issues are prioritized, updated, tracked and escalated as necessary, until resolution. Technical Support Operations assigns the impact level in accordance with Section 7.
Case Closed	Upon resolution of the issue, the SSC will close the case.



## How to Obtain Network Hardware Repair

Action	Information
Call the System Support Center (SSC)	Call 1-800-323-9949, option #1 to request a return authorization number (RA). Be prepared to provide a system model number or serial number, shipping address, your name and number, your company's name and number, billing address, preferred shipper, proof of warranty (if covered under warranty) and a valid Purchase Order or credit card (if not covered under contract or warranty).
Ship to IDO	Write the RA# on the shipping documents. Ship the malfunctioning equipment (freight prepaid) to:  Motorola Infrastructure Depot Operations  2214 Galvin Drive  Elgin, IL 60123  RA# _____
Repair of equipment	IDO will receive the equipment and system test and repair malfunctioning Motorola manufactured boards/units and may either repair the board/FRU or replace the board/FRU. If the unit is not manufactured by Motorola, the unit may be returned to the Original Equipment Manufacturer (OEM) for repair or replacement.
Return of equipment	IDO will return repaired equipment via FedEx or UPS 2-day delivery service. Return delivery is paid by Motorola.

## How to Obtain Support for your Remote Security Patch Installation

Action	Information
Call the System Support Center (SSC)	Call 1-800-323-9949
Provide Your Information	Caller Name  Provide Site ID

	Contact Phone Number Description of Problem Severity Level Time available for call back Email Address
Case Number Generated	Caller will receive a Case number for tracking the service request.
Check Status	The caller may check the status of a Case at any time by calling the System Support Center at 1-800-323-9949

### How to Obtain OnSite Support

Action	Information
Call the System Support Center	1-800-323-9949, option #1
Provide Your Information	<ul style="list-style-type: none"> <li>- Caller Name</li> <li>- Contact Phone Number</li> <li>- Description of problem</li> <li>- Severity of system problem determined at this time.</li> <li>- Time available for call back</li> <li>- Email address</li> </ul>
Standard Site Arrival Time	<p>Severity 1: Within 4 hours*</p> <p>Severity 2: Within 4 hours**</p> <p>Severity 3: Within 8 hours**</p> <p>Severity 4: Within 12 hours**</p> <p>* 2-hour response with purchase of OnSite Premier.</p> <p>**Standard business days: M – F, 8 – 5 p.m., excluding US holidays.</p> <p>See Section 7 for Severity Level definitions.</p> <p>Note: Arrival time is the time between when the ticket is dispatched to the field technician, until the field tech arrives on site. Site arrival time may include remote activities performed by the local field technician.</p>
Case Number Generated	Caller will receive a Case number for tracking the service request.

Check Status	The caller may check the status of a Case at any time by calling the System Support Center at 1-800-323-9949
Case Number Assignment	The Customer Support Representative will determine a course of action and assign the Case to the appropriate group.
Coordination of Repair	The Motorola Local Service Provider will exchange FRUs/components/assemblies, or take other appropriate action to restore the system. Issues related to antennas, telco and system power are not included in the scope of this service. For further information about this please contact your CSM”
Verification	Once the issue is resolved, the Motorola Local Service Provider will call the SSC Call Center to request verification. To verify proper system operation, the Customer Support Representative confirm alarm had cleared with Motorola Network Monitoring and will close the case
Case Number Closure	Once the issue has been verified, the Motorola Local Service Providers repair notes will be documented in the Case and the Case will be closed.

#### How to Obtain NICE Gold Support

Action	Information
Call the System Support Center	1-800-323-9949, option #1
Provide System ID	-NICE Site ID
Provide Your Information	<ul style="list-style-type: none"> <li>- Caller Name</li> <li>- Contact Phone Number</li> <li>- Description of problem</li> <li>- Severity of system problem determined at this time.</li> <li>- Time available for call back</li> <li>- Email address</li> </ul>
Standard Response Time	<p>RESPONSE</p> <p>Initial contact with NICE will take place at time of warm transfer additional response times and severity levels defined in SOW See Section 7 for Severity Level definitions.</p> <p>Note: Arrival time is the time between when the ticket is dispatched to the field technician, until the field tech arrives on site. Site arrival time may include remote activities performed by the local field technician.</p>

Case Number Generated	Caller will receive a Case number for tracking the service request.
Check Status	The caller may check the status of a Case at any time by calling the System Support Center at 1-800-323-9949
Case Number Assignment	The Customer Support Representative will determine a course of action and assign the Case to the appropriate group.
Coordination of Repair	NICE will work with system remotely and with their Business Partner for any onsite support required. For further information about this please contact your CSM”
Verification	Once the issue is resolved, NICE will call the SSC Call Center to request verification. To verify proper system operation, the Customer Support Representative confirm alarm had cleared with Motorola Network Monitoring and will close the case
Case Number Closure	Once the issue has been verified, NICE repair notes will be documented in the Case and the Case will be closed.

#### How to Obtain Annual Preventive Maintenance

Action	Information
Annual Preventive Maintenance	Annual Preventive Maintenance will be scheduled after Customer and CSM planning discussion.

#### How to Obtain Network Updates (Advanced Plus Only) – FY19+

Action	Information
Contact your CSM or the System Support Center to request an upgrade.	Contact your CSM or call the System Support Center at 1-800-323-9949 to request an upgrade. When speaking with an SSC representative, please request that an Upgrade Operations Case be opened and reference your Service Agreement Number and Site ID.

#### How to Obtain MyView Portal Support

Action	Information
--------	-------------

Call the System Support Center Service Desk	1-800-323-9949, option #7.
Provide Your Information	First, Last Name; MSI User ID; Customer name
Technical Support Times	Standard business days: M – F, 8 a.m. – 5 p.m. Central Standard Time, excluding US holidays. English Only. In the case where immediate support is required outside of standard business hours, please contact your CSM.
Case Creation, Problem Diagnosis & Issue Resolution	Technical Support Operations will open a case, assigns the impact level and works with internal teams to get the issue resolved.
Case Closed	Upon resolution of the issue, the SSC will close the case.

## **5. "ABOVE CONTRACT" SERVICES**

Services that need to be performed that are not covered by the Agreement are considered "above contract" and are billable to MOTOROLA BUDGETARY SERVICE QUOTE. Any above contract work must be authorized or work will not be billable and cannot be performed. Please refer to your Agreement for the Statements of Work and Terms and Conditions for the services that MOTOROLA BUDGETARY SERVICE QUOTE has purchased

The following person will be contacted for approval on above contract work:

"Above Contract" Customer P.O. Authorization:

Name: Michael Grandstaff

Phone: 434-591-2005

Email: [mgrandstaff@fluvannasheriff.com](mailto:mgrandstaff@fluvannasheriff.com)

## 6. GLOSSARY OF TERMS AND ACRONYMS

**CASE NUMBER:** The number assigned to a customer's request for service. The SSC Call Center electronically tracks all

Case Numbers to assure customer satisfaction.

**CSM:** Customer Support Manager

**CSP:** Customer Support Plan

**ETA:** Estimated time of arrival is an estimate of when the field technician will arrive at the customer's site.

**FRU (Field Replaceable Unit):** A FRU is a Field Replaceable Unit which is any module or board which can be removed from a piece of fixed equipment and exchanged with an identical module or board.

**IDO:** Infrastructure Depot Operations

**MOTOROLA LOCAL SERVICE PROVIDER:** A Motorola authorized service provider or a Motorola Field Technical Representative.

**RA:** Return Authorization needed by the System Support Center prior to sending equipment in for repair.

**RESPONSE:** Response times are defined as having an on-site technician, a remote systems technologist or a remote network specialist having taken assignment of the issue and working on the system.

**RSC:** Radio Support Center

**RSS:** Radio Service Software

**SEVERITY:** Each incoming call is assigned a severity level of Severity One, Two, or Three. Severity levels determine the Response Time Commitments. See Section 7 for your Severity Level definitions.

**SSC:** System Support Center

**7. SEVERITY LEVEL DEFINITIONS**

Severity Level Matrix	
Severity Level	Problem Type (if applicable)
Severity 1	Major System Failure: 33% call processing resources degraded, serious site alarms. Response: Dispatched 7 x 24 x 365 days.
Severity 2	Significant System Impairment: continuous reduction in capacity or functionality of core services. Response: Dispatched 8 x 5 Monday - Friday, standard business days.
Severity 3	Minor issue: Upgrades or intermittent problems, system problems presently being monitored, parts questions, technician is not on site, has questions concerning a problem. Work that will be performed at a later time. Response: 8 x 5 Monday - Friday, standard business hours
Severity 4	Minor issue. Examples: Scheduled Maintenance, Scheduled upgrades, Requests for information. Response: 8 x 5 Monday - Friday, standard business hours



**8. SITE SUMMARY**

ASTRO SERVICES					
Site ID	Site Name	Site Address	On-Site Service Provider	Advanced	Advanced Plus FY19+
A08A51	Fluvanna Master	160 Commons Boulevard, Palmyra, VA 22963	Clear Communications	x	
A08A51D1	Fluvanna Dispatch	160 Commons Boulevard, Palmyra, VA 22963	Clear Communications	x	
A08A5101	Fluvanna Prime	160 Commons Boulevard, Palmyra, VA 22963	Clear Communications	x	
A08A510101	Sheriff's Office	160 Commons Boulevard, Palmyra, VA 22963	Clear Communications	x	
A08A510102	CVEC	1224 Salem Church Road, Palmyra, VA. 22963	Clear Communications	x	
A08A510103	Landfill	11206 West River, Fork Union, VA. 23055	Clear Communications	x	
A08A510104	Columbia	563 Wilmington Road, Palmyra, VA. 22963	Clear Communications	x	
A08A510105	Bremo	1038 Bremo Road, Bremo Bluff, VA. 23022	Clear Communications	x	
A08A510106	VFW	2997 West River Road, Scottsville, VA. 24590	Clear Communications	x	
A08A51D1_(NICE)	Fluvanna NICE	160 Commons Boulevard, Palmyra, VA 22963	NICE	x	


**MOTOROLA SOLUTIONS**
**SIDE 1**
**Call Center Operations**
**1-800-323-9949**

## FLUVANNA, COUNTY OF

### Service Call Procedure for Fixed Infrastructure

To Place a Service Call...

Step	What you need to do:	Information to Provide
1	Call Motorola Call Center Operations	1-800-323-9949 Option #1
2	Provide Your Customer Name	FLUVANNA, COUNTY OF
3	Type of Request	"I would like to open a service call."
4	Provide System & Site ID #	See Side 2 of this card
5	Identify the Severity Level	See Severity Table below
6	Your Name and Telephone Number	
7	Description of the Problem/Failure	As detailed as possible.
8	Record the Service Case Number provided to you by Motorola Call Center Operations for service call tracking purposes.	
	If on site support is required to resolve the service request, the Motorola Call Center Operations will dispatch the appropriate local field service provider.	
	<b>To inquire on the Status of a Service Call...</b>	
1	Call Motorola Call Center Operations	1-800-323-9949
2	Provide Your Customer Name	FLUVANNA, COUNTY OF
3	Provide Type of Request	"I would like to check on the status of a service call."
4	The Service Case number assigned at the time the service call was opened.	The number you documented in Step #8

## SEVERITY LEVELS

### Premier Severity & Response Times

Level	Response	Definition
Severity 1	1 hour Response	System/site down or extremely degraded
Severity 2	4 hour Response*	Degraded system/site
Severity 3	1 day Response*	Non emergency, non user effecting

\*Standard Business Days, Mon-Fri 8:30 a.m. - 4:30 p.m.. Local Time, excluding Motorola holidays.


**MOTOROLA SOLUTIONS**
**SIDE 2**
**Call Center Operations**
**1-800-323-9949**
**SYSTEM ID# SITE NAME & ADDRESS**

A08A51	Fluvanna Master 160 Commons Boulevard, Palmyra, VA 22963
A08A51D1	Fluvanna Dispatch 160 Commons Boulevard, Palmyra, VA 22963
A08A5101	Fluvanna Prime 160 Commons Boulevard, Palmyra, VA 22963
A08A510101	Sherif's Office 160 Commons Boulevard, Palmyra, VA 22963
A08A510102	CVEC 1224 Salem Church Road, Palmyra, VA. 22963
A08A510103	Landfill 11206 West River, Fork Union, VA. 23055
A08A510104	Columbia 563 Wilmington Road, Palmyra, VA. 22963
A08A510105	Bremo 1038 Bremo Road, Bremo Bluff, VA. 23022
A08A510106	VFW 2997 West River Road, Scottsville, VA. 24590
A08A51D1_(NICE)	Fluvanna NICE 160 Commons Boulevard, Palmyra, VA 22963

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB E

<b>MEETING DATE:</b>	December 6, 2017				
<b>AGENDA TITLE:</b>	Approval of the Surety for Fox Hollow Streets for VDOT Acceptance				
<b>MOTION(s):</b>	I move that the Board of Supervisors approve the resolution for a surety amount of \$28,000 to expire on December 31, 2018, in order for Fox Hollow subdivision's remaining unaccepted streets to be taken into the state roadway system.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		XX			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Jason Stewart, Planning & Zoning Administrator				
<b>PRESENTER(S):</b>	Jason Stewart, Planning & Zoning Administrator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	The residents of Fox Hollow Subdivision strongly desire to have their streets taken into the state road system for routine maintenance and snow removal.				
<b>DISCUSSION:</b>	The Virginia Department of Transportation, Fluvanna County, and subdivision residents have worked together for several years to resolve all items on VDOT's punch list and the subdivision street Country Creek Way is ready to be taken into the state road system. The final two steps are for the Fluvanna County Board of Supervisors to pass a resolution ensuring the correction of faults in road workmanship or materials for the first year after the roads are taken into the state system, and the County needs to formally petition the Virginia Department of Transportation to begin the process for the roads to be taken into the Secondary System of Highways. The absence of a bond that was fully released several years ago has meant the residents have borne the entire costs of bringing the streets into compliance and they are financially unable to commit to posting the surety amount of \$28,000 required by VDOT.				
<b>FISCAL IMPACT:</b>					
<b>POLICY IMPACT:</b>					
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>	Surety Addendum from VDOT, VDOT Report of Changes in the Secondary System				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other

# SURETY ADDENDUM

Surety and Fees Data for the Street Inventory Listed Below			
Surety Expiration	Amount of Surety	Inspection Fee	Admin Cost Recovery Fee
12/31/2018	\$28,000.00	\$2,100.00	\$1,900.00
Total Lane Miles for Fees		1.38	1/10 mile Factor 14

The dollar amounts shown in the table titled "Fees and Surety for the Street Additions Listed Below" were calculated in accordance with §24 VAC 30-91-140 of VDOT's Subdivision Street Requirements (SSRs). The amounts are based on the following described inspection approach and the listed inventory of streets proposed for acceptance in the captioned subdivision. The fee amounts reported here govern over those in Appendix 1 of the Subdivision Street Requirements, which is illustrative and presumes standard VDOT inspection. The Surety Expiration date, if shown, is (a) the earliest surety expiration date acceptable to VDOT, (b) based on the date of the Local Government's resolution requesting VDOT to accept the streets, and (c) may include a processing period for VDOT's final acceptance.

Surety and the Administrative Cost Recovery Fee is based on the following:  
Standard VDOT inspection procedures were used. Costs associated with intermittent VDOT inspections are recovered under the standard fee structure for the Administrative Cost Recovery Fee.

## Inventory of Streets Proposed for VDOT Acceptance

<b>Project or Subdivision:</b>	<b>Fox Hollow</b>
<b>Locality and Anticipated Resolution Date:</b>	<b>County of Fluvanna November 15, 2017</b>

Route Number	Street Name	Termini Description and Length	Lanes	Median Type	Fee Lanes	Lane Miles
1057	Country Creek Way	From: Rte 1050 Fox Hollow Lane To: end of cul de sac, Length (mi): 0.69	2	1	2	1.38

### Certification of Institution Issuing Surety

This 'Surety Addendum' is hereby incorporated as part of our Surety Instrument \_\_\_\_\_, Issued \_\_\_\_\_.

\_\_\_\_\_  
Name of Institution issuing surety

\_\_\_\_\_  
Signature of Authorized Institution Officer and Date



## BOARD OF SUPERVISORS

County of Fluvanna  
Palmyra, Virginia

### RESOLUTION No. 17-2017

#### A RESOLUTION FOR A SURETY AMOUNT FOR FOX HOLLOW SUBDIVISION PHASE 3 IN FLUVANNA COUNTY, VIRGINIA

**WHEREAS**, the Virginia Department of Transportation (VDOT) generated a punch list of items to be corrected in order to properly meet state specifications; and

**WHEREAS**, VDOT, Fluvanna County, and subdivision residents have worked together to resolve all items on the punch list and the subdivision streets are ready to be taken into the state road system; and

**WHEREAS**, the Fluvanna County Board of Supervisors will petition the Virginia Department of Transportation to begin the process for the road to be taken into the Secondary System of Highways in Fluvanna County, Virginia; and

**WHEREAS**, the Virginia Department of Transportation is requiring the County to agree to reimburse all costs incurred by the Virginia Department of Transportation to correct faults in workmanship or materials or both during the first year.

**NOW, THEREFORE BE IT RESOLVED**, by the Fluvanna County Board of Supervisors on December 6, 2017 that this Board hereby agrees to reimburse all costs incurred by VDOT to correct faults in workmanship, or materials, or both for the road listed in the attached inventory of streets proposed for acceptance for maintenance as part of the VDOT maintained secondary system of state highways, up to but not more than \$28,000 until December 6, 2018.

**BE IT YET FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Residency Administrator for the Virginia Department of Transportation.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 6<sup>th</sup> day of December, 2017, on a motion by \_\_, seconded by \_\_, and by the following vote:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						
Donald W. Weaver, Cunningham District						

*A Copy, teste:*

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John M. Sheridan, Chair

Board of Supervisors

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB F

MEETING DATE:	December 6, 2017				
AGENDA TITLE:	Area population Projections Presentation				
MOTION(s):	N/A				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
STAFF CONTACT(S):	Steven M. Nichols, County Administrator				
PRESENTER(S):	Hamilton Lombard, Research Specialist, Demographics Research Group, Weldon Cooper Center for Public Service				
RECOMMENDATION:	Information				
TIMING:	Normal				
DISCUSSION:	Area Population Projections Presentation from the Weldon Cooper Center for Public Service.				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB G

<b>MEETING DATE:</b>	December 6, 2017				
<b>AGENDA TITLE:</b>	CARE Task Force Report				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes XX	No	<b>If yes, list initiative(s):</b>		D10
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
<b>STAFF CONTACT(S):</b>	Steven M. Nichols, County Administrator				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator, and CARE Task Force Members				
<b>RECOMMENDATION:</b>	Information				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<p>The CARE Task Force was established by the BOS on July 5, 2017.</p> <p>The work of the Task Force is intended to be completed and a final report of recommendations submitted to the Board of Supervisors by December 31, 2017, unless an extension is approved by the Board.</p>				
<b>FISCAL IMPACT:</b>	TBD				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	CARE Task Force was established by the BOS on July 5, 2017.				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Charter</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





## CHARTER COLUMBIA AREA RENEWAL EFFORT (CARE) TASK FORCE

**Approved  
By BOS:  
July 5, 2017**

**1. Purpose.** The purpose of the Columbia Area Renewal Effort (CARE) Task Force is to advise, assist, support, and advocate for positive change and renewal efforts in the Columbia area. The Task Force will prepare a report of proposed actions for consideration by the Board of Supervisors.



**2. Task Force Duration.** The work of the Task Force is intended to be completed and a final report of recommendations submitted to the Board of Supervisors by December 31, 2017, unless an extension is approved by the Board.

**3. Tasks / Responsibilities.** In collaboration with County staff and other local agencies, the Task Force shall develop a list of proposed action steps to:

- a. Promote citizen engagement.
- b. Support renewal and clean-up efforts.
- c. Identify and develop green space opportunities and options.
- d. Advocate for improved public safety awareness and positive actions.
- e. Protect and enhance unique historical/architectural resources.
- f. Review and assess Historic District designation options.
- g. Support business attraction.
- h. Propose and support public events for the Columbia area.

**4. Membership.** Membership shall be comprised as follows:

- a. Columbia-area resident, business, and/or property owner members (8) (appointed by Board of Supervisors)
- b. Columbia Interfaith Council representative
- c. Fluvanna Historical Society Representative
- d. Fluvanna County Columbia District Supervisor
- e. Fluvanna County Sheriff (or representative)

- f. Fluvanna County Administrator (or representative)
- g. Fluvanna County Community & Economic Development representatives (2)
- h. Fluvanna County Public Works representative
- i. Fluvanna County Parks & Recreation representative
- j. The Chair may request other ad hoc members to participate in task force efforts, as needed. This will likely include subject matter experts and representatives from local support agencies.

## **5. Organizational Structure**

- a. Chair. The Task Force will be chaired by Board of Supervisors' representative (or designee).

- b. Meetings

(1) Public meetings are generally scheduled for the third Monday of each month at 7:00 pm.

(2) Meetings will be advertised via the County website. Additional or special meetings may be called by the Chair with 72-hour notice to members and posting of the notification on the County website.

(3) A quorum shall consist of a simple majority of members.

- c. Minutes. Minutes of each meeting will be prepared by a designated County representative, and following adoption by the Task Force, shall be posted on the County website.

- d. Recommendations and Reports. Task Force reports and action recommendations will be submitted in writing to the County Administrator for consideration by the Board of Supervisors on a regular meeting agenda. Documentation will include background information and justification for any recommended actions.

## **6. Parliamentary Authority**

- a. The Task Force shall be governed in its proceedings by the current edition of Robert's Rules of Order, Newly Revised.

- b. Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is required for policy recommendations and action items, or if the decision requires referral to the Board of Supervisors for formal approval.

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB H**

<b>MEETING DATE:</b>	December 6, 2017				
<b>AGENDA TITLE:</b>	FY17 4 <sup>th</sup> Quarter Budget Report				
<b>MOTION(s):</b>					
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
<b>STAFF CONTACT(S):</b>	Mary Anna Twisdale, Management Analyst				
<b>PRESENTER(S):</b>	Mary Anna Twisdale, Management Analyst				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	FY17 4 <sup>th</sup> Quarter Budget Report				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	FY17 4 <sup>th</sup> Quarter Budget Report				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			

**COUNTY OF FLUVANNA  
 YTD BUDGET REPORT**

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL OPERATIONAL EXPENSES	20,535,586	823,835.00	21,359,421.00	20,072,859.28	.00	1,286,561.72	94.0%
TOTAL SCHOOL EXPENSES	38,278,423	1,000,063.00	39,278,486.00	37,605,737.89	.00	1,672,748.11	95.7%
TOTAL CAFETERIA EXPENSES	1,478,168	54,331.00	1,532,499.00	1,393,179.80	.00	139,319.20	90.9%
TOTAL DEBT SERVICE EXPENSES	7,847,009	-177,000.00	7,670,009.00	7,658,707.16	.00	11,301.84	99.9%
TOTAL UTILITIES EXPENSES	326,745	-4,437.20	322,307.80	302,948.90	.00	19,358.90	94.0%
TOTAL FUSD EXPENSES	351,002	8,922.60	359,924.60	361,760.15	.00	-1,835.55	100.5%
TOTAL	68,816,933	1,705,714.40	70,522,647.40	67,395,193.18	.00	3,127,454.22	95.6%
FY17 CIP	9,473,750						
GRAND TOTAL	78,290,683						

\*\* Report Generated by Mary Anna Twisdale \*\*

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COUNTY OF FLUVANNA  
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
110 BOARD OF SUPERVISORS							
10011000 401114 BOARDCOMP	40,800	0	40,800	40,799.98	.00	.02	100.0%
10011000 402100 FICA	3,121	0	3,121	2,337.09	.00	783.91	74.9%
10011000 402300 MEDINS	28,288	-4,762	23,526	23,322.77	.00	203.23	99.1%
10011000 402700 WORKCOMP	41	-29	12	12.41	.00	.00	100.0%
10011000 403100 PROFSVCS	53,000	850	53,850	53,069.82	.00	780.18	98.6%
10011000 403100 12DAY PROFSVCS	5,000	-5,000	0	.00	.00	.00	.0%
10011000 403300 CONTRSVC	0	0	0	4,896.00	.00	-4,896.00	100.0%*
10011000 403500 PRINTING	100	0	100	36.74	.00	63.26	36.7%
10011000 403600 ADVERT	3,500	105	3,605	5,968.77	.00	-2,363.77	165.6%*
10011000 405210 POSTAL	400	0	400	118.23	.00	281.77	29.6%
10011000 405230 TELECOMM	4,100	0	4,100	2,946.79	.00	1,153.21	71.9%
10011000 405307 PUBOFFINS	10,000	0	10,000	9,338.00	.00	662.00	93.4%
10011000 405510 MILEAGE	2,000	0	2,000	2,015.62	.00	-15.62	100.8%*
10011000 405530 SUB&LODG	4,800	0	4,800	2,765.50	.00	2,034.50	57.6%
10011000 405540 CONVEDUC	1,900	0	1,900	1,355.00	.00	545.00	71.3%
10011000 405810 DUES	8,000	0	8,000	7,115.00	.00	885.00	88.9%
10011000 406001 OFFSUPL	500	0	500	.00	.00	500.00	.0%
10011000 406012 BOOKS	1,250	0	1,250	1,242.02	.00	7.98	99.4%
10011000 406014 OTHEROPER	2,000	0	2,000	2,624.54	.00	-624.54	131.2%*
TOTAL BOARD OF SUPERVISORS	168,800	-8,836	159,964	159,964.28	.00	.13	100.0%



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COUNTY OF FLUVANNA  
YEAR-TO-DATE BUDGET REPORT

P 2  
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FOR 2017 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120 COUNTY ADMINISTRATOR							
10012000 401100 SAL & WAGE	160,424	6,052	166,476	166,475.56	.00	.44	100.0%
10012000 401300 PT SAL/WAG	0	8,142	8,142	9,105.18	.00	-963.18	111.8%*
10012000 401310 OT PAY	3,000	0	3,000	458.83	.00	2,541.17	15.3%
10012000 401335 TECH STPND	1,200	0	1,200	1,199.90	.00	.10	100.0%
10012000 401336 VEH STPND	4,800	0	4,800	4,800.12	.00	-.12	100.0%*
10012000 402100 FICA	12,272	463	12,735	12,968.73	.00	-234.23	101.8%*
10012000 402210 VRS	16,973	-2,706	14,267	13,659.55	.00	607.55	95.7%
10012000 402250 DISABILITY	247	0	247	259.95	.00	-12.95	105.2%*
10012000 402300 MEDINS	10,680	1,020	11,700	10,237.50	.00	1,462.50	87.5%
10012000 402400 GRPLIFE	1,909	273	2,182	2,121.02	.00	60.48	97.2%
10012000 402700 WORKCOMP	160	-36	124	124.40	.00	.00	100.0%
10012000 403600 ADVERT	0	0	0	157.50	.00	-157.50	100.0%*
10012000 405210 POSTAL	506	0	506	1,157.88	.00	-651.88	228.8%*
10012000 405230 TELECOMM	960	0	960	749.89	.00	210.11	78.1%
10012000 405410 LEASERENT	4,488	0	4,488	8,068.60	.00	-3,580.60	179.8%*
10012000 405510 MILEAGE	400	0	400	442.71	.00	-42.71	110.7%*
10012000 405530 SUB&LODG	1,100	0	1,100	1,238.80	.00	-138.80	112.6%*
10012000 405540 CONVEDUC	1,200	0	1,200	505.00	.00	695.00	42.1%
10012000 405810 DUES	1,610	0	1,610	1,343.76	.00	266.24	83.5%
10012000 406001 OFFSUPL	2,500	0	2,500	2,451.63	.00	48.37	98.1%
10012000 406008 VEHFUEL	100	0	100	.00	.00	100.00	.0%
10012000 406012 BOOKS	350	0	350	679.58	.00	-329.58	194.2%*
10012000 406014 OTHEROPER	0	0	0	223.15	.00	-223.15	100.0%*
10012000 408102 FURN/FIX	500	0	500	157.25	.00	342.75	31.5%
TOTAL COUNTY ADMINISTRATOR	225,379	13,208	238,587	238,586.49	.00	.01	100.0%

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COUNTY OF FLUVANNA  
YEAR-TO-DATE BUDGET REPORT

P 3  
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FOR 2017 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
125 COUNTY ATTORNEY							
10012500 401100 SAL & WAGE	127,700	-127,700	0	.00	.00	.00	.0%
10012500 402100 FICA	9,769	-9,769	0	.00	.00	.00	.0%
10012500 402210 VRS	10,663	-10,663	0	.00	.00	.00	.0%
10012500 402300 MEDINS	8,700	-8,700	0	.00	.00	.00	.0%
10012500 402400 GRPLIFE	1,520	-1,520	0	.00	.00	.00	.0%
10012500 402700 WORKCOMP	128	-128	0	.00	.00	.00	.0%
10012500 403100 PROFSVCS	0	273,140	273,140	271,878.98	.00	1,261.02	99.5%
10012500 405210 POSTAL	400	-400	0	.00	.00	.00	.0%
10012500 405230 TELECOMM	960	-960	0	.00	.00	.00	.0%
10012500 405510 MILEAGE	400	-400	0	.00	.00	.00	.0%
10012500 405530 SUB&LODG	2,500	-2,500	0	.00	.00	.00	.0%
10012500 405540 CONVEDUC	1,800	-1,800	0	.00	.00	.00	.0%
10012500 405810 DUES	1,500	-1,500	0	.00	.00	.00	.0%
10012500 406001 OFFSUPL	1,000	-1,000	0	.00	.00	.00	.0%
10012500 406008 VEHFUEL	100	-100	0	.00	.00	.00	.0%
10012500 406012 BOOKS	500	-500	0	.00	.00	.00	.0%
10012500 408102 FURN/FIX	500	-500	0	.00	.00	.00	.0%
TOTAL COUNTY ATTORNEY	168,140	105,000	273,140	271,878.98	.00	1,261.02	99.5%

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YEAR-TO-DATE BUDGET REPORTP 4  
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FOR 2017 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
130 COMMISSIONER OF THE REVENUE							
10013000 401100 SAL & WAGE	242,361	9,465	251,826	252,307.14	.00	-481.14	100.2%*
10013000 401300 PT SAL/WAG	2,000	0	2,000	.00	.00	2,000.00	.0%
10013000 402100 FICA	18,808	724	19,532	18,896.61	.00	635.39	96.7%
10013000 402210 VRS	25,224	-3,280	21,944	20,162.76	.00	1,781.24	91.9%
10013000 402250 DISABILITY	183	0	183	388.49	.00	-205.49	212.3%*
10013000 402300 MEDINS	27,240	-2,880	24,360	21,165.00	.00	3,195.00	86.9%
10013000 402400 GRPLIFE	2,853	501	3,354	3,175.50	.00	178.50	94.7%
10013000 402700 WORKCOMP	240	-30	210	210.01	.00	.00	100.0%
10013000 403100 PROFSVCS	17,520	-5,054	12,466	12,465.85	.00	.00	100.0%
10013000 403310 REP/MAINT	600	-383	217	212.12	.00	4.94	97.7%
10013000 403500 PRINTING	2,000	-714	1,286	1,267.10	.00	18.94	98.5%
10013000 403600 ADVERT	200	-200	0	.00	.00	.00	.0%
10013000 405210 POSTAL	1,240	3,057	4,297	4,297.40	.00	.00	100.0%
10013000 405230 TELECOMM	1,100	0	1,100	968.47	.00	131.53	88.0%
10013000 405410 LEASERENT	4,780	950	5,730	5,730.35	.00	.00	100.0%
10013000 405510 MILEAGE	300	-300	0	.00	.00	.00	.0%
10013000 405530 SUB&LODG	1,500	-500	1,000	532.44	.00	467.74	53.2%
10013000 405540 CONVEDUC	1,800	530	2,330	2,330.00	.00	.00	100.0%
10013000 405810 DUES	515	130	645	645.00	.00	.00	100.0%
10013000 406001 OFFSUPL	2,000	478	2,478	2,463.26	.00	14.33	99.4%
10013000 406008 VEHFUEL	600	-205	395	380.24	.00	14.76	96.3%
10013000 406021 ADPSUPL	400	-400	0	.00	.00	.00	.0%
10013000 408102 FURN/FIX	1,500	3,411	4,911	4,714.53	.00	196.00	96.0%
10013000 408107 EDPEQUIP	800	-800	0	.00	.00	.00	.0%
TOTAL COMMISSIONER OF THE REVENUE	355,764	4,500	360,264	352,312.27	.00	7,951.74	97.8%





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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
135 REASSESSMENT							
<u>10013500 403100 PROFSVCS</u>	82,872	3,191	86,063	86,062.69	.00	.31	100.0%
<u>10013500 403600 ADVERT</u>	600	0	600	376.00	.00	224.00	62.7%
<u>10013500 405210 POSTAL</u>	8,100	437	8,537	8,994.83	.00	-457.83	105.4%*
<u>10013500 406001 OFFSUPL</u>	100	0	100	116.01	.00	-16.01	116.0%*
<u>10013500 408102 FURN/FIX</u>	250	0	250	.00	.00	250.00	.0%
TOTAL REASSESSMENT	91,922	3,628	95,550	95,549.53	.00	.47	100.0%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
140 TREASURER							
10014000 401100 SAL & WAGE	280,896	4,462	285,358	280,642.84	.00	4,715.16	98.3%
10014000 401300 PT SAL/WAG	0	0	0	2,360.50	.00	-2,360.50	100.0%*
10014000 402100 FICA	21,489	341	21,830	20,566.95	.00	1,263.05	94.2%
10014000 402210 VRS	29,719	-5,115	24,604	21,167.38	.00	3,436.62	86.0%
10014000 402250 DISABILITY	0	0	0	69.88	.00	-69.88	100.0%*
10014000 402300 MEDINS	39,960	-1,425	38,535	35,187.50	.00	3,347.50	91.3%
10014000 402400 GRPLIFE	3,343	418	3,761	3,331.94	.00	429.06	88.6%
10014000 402700 WORKCOMP	290	-90	200	200.33	.00	.00	100.0%
10014000 403100 PROFSVCS	10,000	0	10,000	10,450.00	.00	-450.00	104.5%*
10014000 403500 PRINTING	12,400	0	12,400	13,168.89	.00	-768.89	106.2%*
10014000 403600 ADVERT	600	0	600	704.00	.00	-104.00	117.3%*
10014000 404102 DMV DMVONLN	16,700	0	16,700	380.00	.00	16,320.00	2.3%
10014000 405210 POSTAL	25,200	0	25,200	27,118.83	.00	-1,918.83	107.6%*
10014000 405230 TELECOMM	1,300	0	1,300	1,182.88	.00	117.12	91.0%
10014000 405410 LEASERENT	7,890	0	7,890	9,035.77	.00	-1,145.77	114.5%*
10014000 405540 CONVEDUC	1,000	0	1,000	406.09	.00	593.91	40.6%
10014000 405810 DUES	830	0	830	400.00	.00	430.00	48.2%
10014000 406001 OFFSUPL	3,800	0	3,800	3,337.28	.00	462.72	87.8%
10014000 408102 FURN/FIX	500	462	962	1,593.46	.00	-631.46	165.6%*
10014000 408107 EDPEQUIP	1,600	-462	1,138	1,071.45	.00	66.55	94.2%
TOTAL TREASURER	457,517	-1,409	456,108	432,375.97	.00	23,732.36	94.8%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
150 INFORMATION TECHNOLOGY							
10015000 401100 SAL & WAGE	105,381	-11,642	93,739	93,738.75	.00	.25	100.0%
10015000 401310 OT PAY	1,000	0	1,000	168.17	.00	831.83	16.8%
10015000 402100 FICA	8,062	-891	7,171	7,045.82	.00	125.18	98.3%
10015000 402210 VRS	11,149	-3,115	8,034	7,811.83	.00	222.17	97.2%
10015000 402250 DISABILITY	0	0	0	161.25	.00	-161.25	100.0%*
10015000 402300 MEDINS	10,680	-6,698	3,982	5,137.50	.00	-1,155.50	129.0%*
10015000 402400 GRPLIFE	1,254	-27	1,227	1,199.14	.00	27.86	97.7%
10015000 402700 WORKCOMP	71	4	75	75.16	.00	.00	100.0%
10015000 403100 PROFSVCS	9,000	18,000	27,000	20,254.89	.00	6,745.11	75.0%
10015000 403131 ADPSERV	154,820	41,000	195,820	156,163.31	.00	39,656.69	79.7%
10015000 403600 ADVERT	0	0	0	135.80	.00	-135.80	100.0%*
10015000 405230 TELECOMM	29,450	0	29,450	30,285.96	.00	-835.96	102.8%*
10015000 405410 LEASERENT	250	0	250	999.00	.00	-749.00	399.6%*
10015000 405510 MILEAGE	200	0	200	.00	.00	200.00	.0%
10015000 405540 CONVEDUC	2,000	0	2,000	1,017.88	.00	982.12	50.9%
10015000 405810 DUES	500	0	500	150.00	.00	350.00	30.0%
10015000 406001 OFFSUPL	200	0	200	434.38	.00	-234.38	217.2%*
10015000 406012 BOOKS	1,000	0	1,000	937.36	.00	62.64	93.7%
10015000 406021 ADPSUPL	9,000	0	9,000	9,108.65	.00	-108.65	101.2%*
10015000 408102 FURN/FIX	1,000	0	1,000	642.65	.00	357.35	64.3%
10015000 408107 EDPEQUIP	27,600	0	27,600	25,940.66	.00	1,659.34	94.0%
TOTAL INFORMATION TECHNOLOGY	372,617	36,631	409,248	361,408.16	.00	47,840.00	88.3%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 FINANCE							
10016000 401100 SAL & WAGE	239,593	9,864	249,457	250,083.99	.00	-626.99	100.3%*
10016000 401310 OT PAY	300	0	300	.00	.00	300.00	.0%
10016000 402100 FICA	18,329	755	19,084	17,995.22	.00	1,088.78	94.3%
10016000 402210 VRS	25,349	-3,382	21,967	20,576.47	.00	1,390.53	93.7%
10016000 402250 DISABILITY	720	0	720	933.90	.00	-213.90	129.7%*
10016000 402300 MEDINS	33,000	3,053	36,053	30,845.00	.00	5,208.00	85.6%
10016000 402400 GRPLIFE	2,851	506	3,357	3,154.45	.00	202.55	94.0%
10016000 402700 WORKCOMP	240	-69	171	170.88	.00	.00	100.0%
10016000 403100 PROFSVCS	2,000	-105	1,895	657.50	.00	1,237.50	34.7%
10016000 403300 CONTRSVC	725	0	725	746.00	.00	-21.00	102.9%*
10016000 403305 SURP COST	250	0	250	.00	.00	250.00	.0%
10016000 403500 PRINTING	200	0	200	73.48	.00	126.52	36.7%
10016000 403600 ADVERT	150	0	150	486.00	.00	-336.00	324.0%*
10016000 405210 POSTAL	2,000	0	2,000	2,335.14	.00	-335.14	116.8%*
10016000 405230 TELECOMM	500	0	500	319.53	.00	180.47	63.9%
10016000 405410 LEASERENT	2,100	0	2,100	2,727.15	.00	-627.15	129.9%*
10016000 405510 MILEAGE	200	0	200	124.20	.00	75.80	62.1%
10016000 405530 SUB&LODG	1,200	0	1,200	188.64	.00	1,011.36	15.7%
10016000 405540 CONVEDUC	2,000	0	2,000	613.50	.00	1,386.50	30.7%
10016000 405810 DUES	1,100	0	1,100	1,110.00	.00	-10.00	100.9%*
10016000 406001 OFFSUPL	3,000	-45	2,955	1,524.51	.00	1,430.49	51.6%
10016000 406012 BOOKS	100	0	100	137.34	.00	-37.34	137.3%*
10016000 408102 FURN/FIX	500	0	500	899.85	.00	-399.85	180.0%*
TOTAL FINANCE	336,407	10,577	346,984	335,702.75	.00	11,281.13	96.7%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
170 REGISTRAR/ELECTORAL BOARD							
10017000 401100 SAL & WAGE	54,680	12,231	66,911	56,079.11	.00	10,831.89	83.8%
10017000 401114 BOARDCOMP	8,424	0	8,424	8,422.96	.00	1.04	100.0%
10017000 401300 PT SAL/WAG	42,753	5,987	48,740	46,477.70	.00	2,262.30	95.4%
10017000 401310 OT PAY	2,013	0	2,013	2,524.02	.00	-511.02	125.4%*
10017000 402100 FICA	7,454	629	8,083	8,631.16	.00	-548.16	106.8%*
10017000 402210 VRS	9,648	-1,603	8,045	5,954.22	.00	2,090.78	74.0%
10017000 402250 DISABILITY	127	0	127	103.61	.00	23.39	81.6%
10017000 402300 MEDINS	14,100	-1,860	12,240	9,690.00	.00	2,550.00	79.2%
10017000 402400 GRPLIFE	1,085	145	1,230	936.43	.00	293.57	76.1%
10017000 402700 WORKCOMP	116	-45	71	70.57	.00	.00	100.0%
10017000 403300 CONTRSVC	62,154	3,000	65,154	59,585.19	.00	5,568.81	91.5%
10017000 403600 ADVERT	750	0	750	460.00	.00	290.00	61.3%
10017000 405210 POSTAL	3,500	1,100	4,600	4,582.19	.00	17.81	99.6%
10017000 405230 TELECOMM	1,930	0	1,930	659.87	.00	1,270.13	34.2%
10017000 405410 LEASERENT	2,910	1,900	4,810	4,014.73	.00	795.27	83.5%
10017000 405510 MILEAGE	2,500	0	2,500	1,707.56	.00	792.44	68.3%
10017000 405530 SUB&LODG	2,400	0	2,400	14.15	.00	2,385.85	.6%
10017000 405540 CONVEDUC	2,600	0	2,600	4,916.09	.00	-2,316.09	189.1%*
10017000 405810 DUES	455	0	455	350.00	.00	105.00	76.9%
10017000 406001 OFFSUPL	3,500	500	4,000	2,817.84	.00	1,182.16	70.4%
10017000 408101 MACHEQUIP	8,000	0	8,000	.00	.00	8,000.00	.0%
10017000 408102 FURN/FIX	3,800	0	3,800	1,990.72	.00	1,809.28	52.4%
TOTAL REGISTRAR/ELECTORAL BOARD	234,899	21,984	256,883	219,988.12	.00	36,894.45	85.6%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
180 HUMAN RESOURCES							
10018000 401100 SAL & WAGE	56,515	3,477	59,992	59,992.06	.00	-.06	100.0%*
10018000 401320 HOLDISCPAY	0	0	0	350.00	.00	-350.00	100.0%*
10018000 402100 FICA	4,323	266	4,589	4,548.23	.00	40.77	99.1%
10018000 402210 VRS	5,979	-838	5,141	4,924.76	.00	216.24	95.8%
10018000 402300 MEDINS	5,880	660	6,540	5,572.50	.00	967.50	85.2%
10018000 402400 GRPLIFE	673	113	786	755.49	.00	30.51	96.1%
10018000 402700 WORKCOMP	65	-25	40	40.31	.00	.00	100.0%
10018000 403100 PROFSVCS	18,700	0	18,700	16,831.20	.00	1,868.80	90.0%
10018000 405230 TELECOMM	0	0	0	39.74	.00	-39.74	100.0%*
10018000 405350 RECRUIT	1,500	0	1,500	1,584.15	.00	-84.15	105.6%*
10018000 405360 EMP RECOGN	8,750	0	8,750	5,946.10	.00	2,803.90	68.0%
10018000 405410 LEASERENT	550	0	550	538.86	.00	11.14	98.0%
10018000 405510 MILEAGE	100	0	100	.00	.00	100.00	.0%
10018000 405530 SUB&LODG	250	0	250	.00	.00	250.00	.0%
10018000 405540 CONVEDUC	1,000	0	1,000	494.00	.00	506.00	49.4%
10018000 405810 DUES	530	0	530	270.00	.00	260.00	50.9%
10018000 406001 OFFSUPL	500	0	500	1,397.84	.00	-897.84	279.6%*
10018000 406012 BOOKS	130	0	130	115.25	.00	14.75	88.7%
TOTAL HUMAN RESOURCES	105,445	3,653	109,098	103,400.49	.00	5,697.82	94.8%



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ACCOUNTS FOR:  
100 GENERAL FUND

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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210 GENERAL DISTRICT COURT

<a href="#">10021000 403320 MAINTCONT</a>	3,015	0	3,015	3,308.31	.00	-293.31	109.7%*
<a href="#">10021000 405230 TELECOMM</a>	4,000	0	4,000	2,681.91	.00	1,318.09	67.0%
<a href="#">10021000 405410 LEASERENT</a>	112	0	112	75.00	.00	37.00	67.0%
<a href="#">10021000 405510 MILEAGE</a>	150	0	150	.00	.00	150.00	.0%
<a href="#">10021000 405540 CONVEDUC</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10021000 405810 DUES</a>	60	0	60	.00	.00	60.00	.0%
<a href="#">10021000 406001 OFFSUPL</a>	700	0	700	671.18	.00	28.82	95.9%
TOTAL GENERAL DISTRICT COURT	8,537	0	8,537	6,736.40	.00	1,800.60	78.9%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
220 COURT SERVICE UNIT							
<a href="#">10022000 405210 POSTAL</a>	160	0	160	116.00	.00	44.00	72.5%
<a href="#">10022000 405230 TELECOMM</a>	900	0	900	346.09	.00	553.91	38.5%
<a href="#">10022000 405410 LEASERENT</a>	250	0	250	212.37	.00	37.63	84.9%
<a href="#">10022000 405510 MILEAGE</a>	550	0	550	491.31	.00	58.69	89.3%
<a href="#">10022000 405540 CONVEDUC</a>	300	0	300	213.22	.00	86.78	71.1%
<a href="#">10022000 406001 OFFSUPL</a>	700	0	700	574.68	.00	125.32	82.1%
TOTAL COURT SERVICE UNIT	2,860	0	2,860	1,953.67	.00	906.33	68.3%





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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
230 CLERK OF THE CIRCUIT COURT							
10023000 401100 SAL & WAGE	381,817	0	381,817	374,342.63	.00	7,474.37	98.0%
10023000 401310 OT PAY	2,000	0	2,000	657.93	.00	1,342.07	32.9%
10023000 402100 FICA	29,209	0	29,209	26,653.45	.00	2,555.55	91.3%
10023000 402210 VRS	40,396	-10,258	30,138	30,022.68	.00	115.32	99.6%
10023000 402250 DISABILITY	185	0	185	1,060.02	.00	-875.02	573.0%*
10023000 402300 MEDINS	66,120	1,473	67,593	58,517.50	.00	9,075.50	86.6%
10023000 402400 GRPLIFE	4,544	63	4,607	4,727.77	.00	-120.77	102.6%*
10023000 402600 UNEMPL	0	0	0	6,934.58	.00	-6,934.58	100.0%*
10023000 402700 WORKCOMP	371	-125	246	245.83	.00	.00	100.0%
10023000 403100 PROFSVCS	36,000	18,441	54,441	46,663.02	.00	7,777.98	85.7%
10023000 403140 TTFND TECHTRUST	7,000	-68	6,932	6,932.40	.00	.00	100.0%
10023000 403150 RECPR RECRDPRSV	14,000	17,900	31,900	31,900.00	.00	.00	100.0%
10023000 403300 CONTRSVC	1,500	-110	1,390	827.84	.00	562.16	59.6%
10023000 403310 REP/MAINT	500	0	500	175.00	.00	325.00	35.0%
10023000 403320 MAINTCONT	1,200	110	1,310	1,310.00	.00	.00	100.0%
10023000 403500 PRINTING	3,000	0	3,000	3,000.00	.00	.00	100.0%
10023000 405210 POSTAL	5,000	0	5,000	5,000.00	.00	.00	100.0%
10023000 405230 TELECOMM	1,500	-700	800	513.91	.00	286.09	64.2%
10023000 405410 LEASERENT	3,300	235	3,535	3,531.39	.00	3.61	99.9%
10023000 405510 MILEAGE	750	-41	709	395.46	.00	313.39	55.8%
10023000 405540 CONVEDUC	1,000	1,075	2,075	1,300.00	.00	775.00	62.7%
10023000 405810 DUES	400	95	495	495.00	.00	.00	100.0%
10023000 406001 OFFSUPL	7,000	-180	6,820	5,546.84	.00	1,273.16	81.3%
10023000 406012 BOOKS	100	-91	9	8.75	.00	.00	100.0%
10023000 408102 FURN/FIX	1,000	10,212	11,212	852.27	.00	10,359.73	7.6%
10023000 408107 EDPEQUIP	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL CLERK OF THE CIRCUIT COURT	610,392	38,031	648,423	611,614.27	.00	36,808.56	94.3%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
235 CIRCUIT COURT JUDGE							
<a href="#">10023500 401115 JURORWITNS</a>	10,800	0	10,800	1,710.00	.00	9,090.00	15.8%
<a href="#">10023500 401116 JURYCOMMIS</a>	180	0	180	180.00	.00	.00	100.0%
<a href="#">10023500 401117 CIVILJUROR</a>	4,500	0	4,500	2,220.00	.00	2,280.00	49.3%
<a href="#">10023500 401118 GRNDJUROR</a>	1,260	0	1,260	1,080.00	.00	180.00	85.7%
<a href="#">10023500 401119 WITNESSFEE</a>	1,500	0	1,500	334.86	.00	1,165.14	22.3%
<a href="#">10023500 401120 CAATTYFEES</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10023500 403100 PROFSVCS</a>	28,500	0	28,500	19,494.00	.00	9,006.00	68.4%
<a href="#">10023500 405230 TELECOMM</a>	450	0	450	144.49	.00	305.51	32.1%
<a href="#">10023500 405810 DUES</a>	150	0	150	.00	.00	150.00	.0%
<a href="#">10023500 406001 OFFSUPL</a>	750	0	750	730.56	.00	19.44	97.4%
<a href="#">10023500 408102 FURN/FIX</a>	6,000	7,862	13,862	9,408.25	.00	4,453.75	67.9%
<a href="#">10023500 408107 EDPEQUIP</a>	2,500	0	2,500	491.58	.00	2,008.42	19.7%
TOTAL CIRCUIT COURT JUDGE	57,090	7,862	64,952	35,793.74	.00	29,158.26	55.1%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
240 COMMONWEALTHS ATTORNEY							
10024000 401100 SAL & WAGE	292,782	9,526	302,308	307,456.57	.00	-5,148.57	101.7%*
10024000 401100 VICWT SAL & WAGE	47,545	931	48,476	48,523.60	.00	-47.60	100.1%*
10024000 401300 PT SAL/WAG	0	1,000	1,000	999.99	.00	.01	100.0%
10024000 402100 FICA	22,398	805	23,203	21,886.50	.00	1,316.50	94.3%
10024000 402100 VICWT FICA	3,637	71	3,708	3,600.02	.00	107.98	97.1%
10024000 402210 VRS	30,976	-7,776	23,200	23,682.19	.00	-482.19	102.1%*
10024000 402210 VICWT VRS	5,030	-883	4,147	3,878.22	.00	268.78	93.5%
10024000 402250 DISABILITY	0	0	0	612.98	.00	-612.98	100.0%*
10024000 402300 MEDINS	37,920	2,490	40,410	34,755.00	.00	5,655.00	86.0%
10024000 402300 VICWT MEDINS	5,880	240	6,120	5,355.00	.00	765.00	87.5%
10024000 402400 GRPLIFE	3,484	63	3,547	3,731.82	.00	-184.82	105.2%*
10024000 402400 VICWT GRPLIFE	566	67	633	610.82	.00	22.18	96.5%
10024000 402700 WORKCOMP	210	33	243	242.72	.00	.00	100.0%
10024000 403300 CONTRSVC	2,875	0	2,875	272.40	.00	2,602.60	9.5%
10024000 403320 MAINTCONT	4,964	0	4,964	4,205.11	.00	758.89	84.7%
10024000 405210 POSTAL	775	0	775	674.55	.00	100.45	87.0%
10024000 405230 TELECOMM	1,700	0	1,700	1,212.70	.00	487.30	71.3%
10024000 405410 LEASERENT	458	0	458	252.35	.00	205.65	55.1%
10024000 405540 CONVEDUC	5,000	0	5,000	4,051.24	.00	948.76	81.0%
10024000 405810 DUES	1,210	1,075	2,285	2,002.00	.00	283.00	87.6%
10024000 406001 OFFSUPL	4,870	-975	3,895	2,825.18	.00	1,069.82	72.5%
10024000 406012 BOOKS	7,030	0	7,030	3,370.99	.00	3,659.01	48.0%
10024000 406014 VICWT OTHEROPER	0	3,758	3,758	1,925.97	.00	1,832.03	51.2%
10024000 408102 FURN/FIX	1,500	-100	1,400	1,068.93	.00	331.07	76.4%
10024000 408107 EDPEQUIP	250	0	250	.00	.00	250.00	.0%
TOTAL COMMONWEALTHS ATTORNEY	481,060	10,325	491,385	477,196.85	.00	14,187.87	97.1%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
310 SHERIFF							
10031000 401100 SAL & WAGE	1,612,361	-8,651	1,603,710	1,569,402.43	.00	34,307.13	97.9%
10031000 401300 PT SAL/WAG	41,739	1,918	43,657	41,392.40	.00	2,264.60	94.8%
10031000 401310 OT PAY	50,000	0	50,000	40,541.28	.00	9,458.72	81.1%
10031000 401320 HOLDISCPAY	44,000	0	44,000	57,701.81	.00	-13,701.81	131.1%*
10031000 401325 CNTRCTWAGE	30,000	0	30,000	31,830.00	.00	-1,830.00	106.1%*
10031000 402100 FICA	121,314	147	121,461	127,130.90	.00	-5,669.90	104.7%*
10031000 402210 VRS	163,363	-32,121	131,242	122,731.67	.00	8,510.33	93.5%
10031000 402250 DISABILITY	0	0	0	39.44	.00	-39.44	100.0%*
10031000 402300 MEDINS	158,913	80,303	239,216	213,663.81	.00	25,552.19	89.3%
10031000 402400 GRPLIFE	18,374	1,688	20,062	19,419.75	.00	642.25	96.8%
10031000 402600 UNEMPL	0	0	0	-401.75	.00	401.75	100.0%
10031000 402700 WORKCOMP	25,477	4,639	30,116	33,038.28	.00	-2,922.00	109.7%*
10031000 402750 LINEOFDUTY	10,642	0	10,642	11,447.00	.00	-805.00	107.6%*
10031000 402810 CLOTHING	2,800	0	2,800	2,800.00	.00	.00	100.0%
10031000 403100 PROFSVCS	746	0	746	1,169.00	.00	-423.00	156.7%*
10031000 403190 INVSGV SVC	0	4,679	4,679	5,101.39	.00	-422.65	109.0%*
10031000 403300 CONTRSVC	2,000	0	2,000	1,185.80	.00	814.20	59.3%
10031000 403310 REP/MAINT	3,200	0	3,200	234.90	.00	2,965.10	7.3%
10031000 403315 VEH REP/MN	25,300	11,491	36,791	42,357.92	.00	-5,566.93	115.1%*
10031000 403320 MAINTCONT	22,138	0	22,138	13,397.53	.00	8,740.47	60.5%
10031000 403600 ADVERT	1,000	0	1,000	63.00	.00	937.00	6.3%
10031000 405210 POSTAL	2,000	0	2,000	1,511.41	.00	488.59	75.6%
10031000 405230 TELECOMM	39,559	0	39,559	44,473.19	.00	-4,914.19	112.4%*
10031000 405305 VEHICLEINS	21,000	0	21,000	20,509.76	.00	490.24	97.7%
10031000 405310 V ACC&SIC	0	0	0	1,000.00	.00	-1,000.00	100.0%*
10031000 405410 LEASERENT	4,215	0	4,215	4,485.33	.00	-270.33	106.4%*
10031000 405530 SUB&LODG	5,000	0	5,000	9,451.58	.00	-4,451.58	189.0%*
10031000 405540 CONVEDUC	37,200	0	37,200	37,753.30	.00	-553.30	101.5%*
10031000 405550 EXTRADITON	1,000	0	1,000	20.73	.00	979.27	2.1%
10031000 405810 DUES	2,200	0	2,200	457.00	.00	1,743.00	20.8%
10031000 406001 OFFSUPL	8,500	4,579	13,079	9,573.39	.00	3,506.06	73.2%
10031000 406002 FOODSUPL	0	0	0	24.06	.00	-24.06	100.0%*
10031000 406008 VEHFUEL	60,000	0	60,000	51,796.58	.00	8,203.42	86.3%
10031000 406009 VEHSUPL	21,050	3,700	24,750	25,305.74	.00	-555.74	102.2%*
10031000 406010 POLICESUPL	22,850	804	23,654	22,169.73	.00	1,484.76	93.7%
10031000 406011 UNIFORMS	10,900	0	10,900	10,360.00	.00	540.00	95.0%
10031000 406011 BPVST UNIFORMS	2,638	0	2,638	6,234.10	.00	-3,596.10	236.3%*
10031000 406014 OTHEROPER	1,000	0	1,000	828.93	.00	171.07	82.9%
10031000 406014 16VOL OTHEROPER	0	1,610	1,610	1,931.96	.00	-321.96	120.0%*
10031000 408101 MACHEQUIP	2,500	0	2,500	2,419.39	.00	80.61	96.8%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">10031000 408102 FURN/FIX</a>	1,500	0	1,500	1,666.80	.00	-166.80	111.1%*
<a href="#">10031000 408103 COMMEQUIP</a>	2,000	0	2,000	596.75	.00	1,403.25	29.8%
TOTAL SHERIFF	2,578,479	74,787	2,653,266	2,586,816.29	.00	66,449.22	97.5%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
320 E911							
10032000 401100 SAL & WAGE	540,816	14,291	555,107	500,479.86	.00	54,627.14	90.2%
10032000 401300 PT SAL/WAG	18,566	0	18,566	6,245.38	.00	12,320.62	33.6%
10032000 401310 OT PAY	21,364	0	21,364	23,062.38	.00	-1,698.38	107.9%*
10032000 401320 HOLDISCPAY	19,440	0	19,440	28,974.59	.00	-9,534.59	149.0%*
10032000 401333 ED STIPEND	3,500	0	3,500	.00	.00	3,500.00	.0%
10032000 402100 FICA	37,675	1,093	38,768	41,423.05	.00	-2,655.05	106.8%*
10032000 402210 VRS	52,104	-8,860	43,244	37,819.88	.00	5,424.12	87.5%
10032000 402250 DISABILITY	596	0	596	990.34	.00	-394.34	166.2%*
10032000 402300 MEDINS	59,940	8,942	68,882	61,173.33	.00	7,708.67	88.8%
10032000 402400 GRPLIFE	5,861	749	6,610	5,939.94	.00	670.06	89.9%
10032000 402700 WORKCOMP	492	-144	348	348.23	.00	.00	100.0%
10032000 403125 IT SERVICE	0	0	0	875.00	.00	-875.00	100.0%*
10032000 403161 E911 SIGNS	14,006	100	14,106	14,079.60	.00	26.40	99.8%
10032000 403300 CONTRSVC	46,000	0	46,000	45,450.00	.00	550.00	98.8%
10032000 403310 REP/MAINT	21,081	0	21,081	19,344.30	.00	1,736.70	91.8%
10032000 403320 E911O MAINTCONT	57,885	18,000	75,885	79,507.68	.00	-3,622.68	104.8%*
10032000 405230 TELECOMM	70,000	0	70,000	61,881.87	.00	8,118.13	88.4%
10032000 405410 LEASERENT	1,320	0	1,320	932.76	.00	387.24	70.7%
10032000 405510 MILEAGE	500	0	500	.00	.00	500.00	.0%
10032000 405530 SUB&LODG	2,000	-100	1,900	209.68	.00	1,690.32	11.0%
10032000 405540 CONVEDUC	2,000	0	2,000	1,045.00	.00	955.00	52.3%
10032000 405540 12WEP CONVEDUC	0	2,000	2,000	1,820.23	.00	179.77	91.0%
10032000 405810 DUES	500	0	500	466.00	.00	34.00	93.2%
10032000 406001 OFFSUPL	2,000	0	2,000	2,054.38	.00	-54.38	102.7%*
10032000 406011 UNIFORMS	1,200	0	1,200	1,301.24	.00	-101.24	108.4%*
10032000 408107 EDPEQUIP	2,000	0	2,000	1,997.40	.00	2.60	99.9%
TOTAL E911	980,846	36,071	1,016,917	937,422.12	.00	79,495.11	92.2%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
325 FIRE AND RESCUE SQUAD							
<a href="#">10032500 402750 LINEOFDUTY</a>	17,030	0	17,030	11,830.00	.00	5,200.00	69.5%
<a href="#">10032500 405305 VEHICLEINS</a>	0	60,943	60,943	47,241.08	.00	13,701.92	77.5%
<a href="#">10032500 405308 GENLIAB</a>	180,322	-153,382	26,940	26,940.00	.00	.00	100.0%
<a href="#">10032500 405310 V ACC&amp;SIC</a>	0	22,439	22,439	12,885.00	.00	9,554.00	57.4%
<a href="#">10032500 405311 FR WCOMP</a>	0	70,000	70,000	46,180.00	.00	23,820.00	66.0%
<a href="#">10032500 405410 LEASERENT</a>	0	0	0	71.46	.00	-71.46	100.0%*
<a href="#">10032500 405540 CONVEDUC</a>	11,000	0	11,000	18,336.35	.00	-7,336.35	166.7%*
<a href="#">10032500 405623 SCVILLFIRE</a>	10,000	0	10,000	10,000.00	.00	.00	100.0%
<a href="#">10032500 405624 SCVILLRESQ</a>	25,000	0	25,000	25,000.00	.00	.00	100.0%
<a href="#">10032500 405625 F&amp;R OPER</a>	453,928	0	453,928	453,928.00	.00	.00	100.0%
<a href="#">10032500 405626 F&amp;R CAP</a>	140,000	0	140,000	140,000.00	.00	.00	100.0%
<a href="#">10032500 405627 STFIRE STATEFIRE</a>	61,610	21,761	83,371	83,371.00	.00	.00	100.0%
<a href="#">10032500 405628 24LFE 2 FOR LIFE</a>	24,590	1,680	26,270	26,270.40	.00	.00	100.0%
<a href="#">10032500 408105 VEHICLE</a>	0	0	0	10.00	.00	-10.00	100.0%*
<a href="#">10032500 408107 EDPEQUIP</a>	0	0	0	1,157.22	.00	-1,157.22	100.0%*
TOTAL FIRE AND RESCUE SQUAD	923,480	23,441	946,921	903,220.51	.00	43,700.89	95.4%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
330 FOREST WARDEN							
<a href="#">10033000 405660 FIRESUPPR</a>	9,053	0	9,053	9,011.97	.00	41.03	99.5%
TOTAL FOREST WARDEN	9,053	0	9,053	9,011.97	.00	41.03	99.5%





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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
335 CORRECTION AND DETENTION							
<a href="#">10033500 401114 BOARDCOMP</a>	2,208	0	2,208	2,380.00	.00	-172.00	107.8%*
<a href="#">10033500 402100 FICA</a>	162	0	162	177.25	.00	-15.25	109.4%*
<a href="#">10033500 403840 CONFINE</a>	192,432	0	192,432	145,034.00	.00	47,398.00	75.4%
<a href="#">10033500 406002 FOODSUPL</a>	500	0	500	113.96	.00	386.04	22.8%
<a href="#">10033500 407003 BRJDCDEBT</a>	71,845	0	71,845	71,734.00	.00	111.00	99.8%
<a href="#">10033500 407004 CVRJ COP</a>	1,023,942	0	1,023,942	1,023,942.00	.00	.00	100.0%
TOTAL CORRECTION AND DETENTION	1,291,089	0	1,291,089	1,243,381.21	.00	47,707.79	96.3%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
340 BUILDING INSPECTIONS							
10034000 401100 SAL & WAGE	174,645	-39,289	135,356	131,642.87	.00	3,713.13	97.3%
10034000 402100 FICA	13,361	-3,006	10,355	9,300.26	.00	1,054.74	89.8%
10034000 402210 VRS	18,365	-10,377	7,988	10,713.58	.00	-2,725.58	134.1%*
10034000 402250 DISABILITY	0	0	0	416.18	.00	-416.18	100.0%*
10034000 402300 MEDINS	22,440	3,248	25,688	22,395.00	.00	3,293.00	87.2%
10034000 402400 GRPLIFE	2,078	-858	1,220	1,644.07	.00	-424.07	134.8%*
10034000 402700 WORKCOMP	2,180	934	3,114	3,114.30	.00	.00	100.0%
10034000 403100 PROFSVCS	650	0	650	.00	.00	650.00	.0%
10034000 403300 CONTRSVC	1,000	0	1,000	1,100.00	.00	-100.00	110.0%*
10034000 405210 POSTAL	400	0	400	143.38	.00	256.62	35.8%
10034000 405230 TELECOMM	2,000	0	2,000	1,412.52	.00	587.48	70.6%
10034000 405540 CONVEDUC	600	0	600	661.64	.00	-61.64	110.3%*
10034000 405810 DUES	175	0	175	.00	.00	175.00	.0%
10034000 405997 SURCHG	3,000	0	3,000	1,214.23	.00	1,785.77	40.5%
10034000 406001 OFFSUPL	1,500	0	1,500	1,506.86	.00	-6.86	100.5%*
10034000 406008 VEHFUEL	4,000	0	4,000	319.61	.00	3,680.39	8.0%
10034000 406012 BOOKS	300	0	300	1,114.49	.00	-814.49	371.5%*
10034000 408102 FURN/FIX	0	0	0	113.98	.00	-113.98	100.0%*
TOTAL BUILDING INSPECTIONS	246,694	-49,348	197,346	186,812.97	.00	10,533.33	94.7%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
345 EMERGENCY MANAGEMENT							
10034500 401100 SAL & WAGE	55,450	954	56,404	56,403.72	.00	.28	100.0%
10034500 402100 FICA	4,242	73	4,315	4,312.01	.00	2.99	99.9%
10034500 402210 VRS	5,867	-1,033	4,834	4,610.14	.00	223.86	95.4%
10034500 402300 MEDINS	4,968	1,572	6,540	5,572.50	.00	967.50	85.2%
10034500 402400 GRPLIFE	660	79	739	707.38	.00	31.62	95.7%
10034500 402700 WORKCOMP	60	-20	40	39.55	.00	.00	100.0%
10034500 403100 PROFSVCS	289,150	-223,573	65,577	18,000.00	.00	47,577.00	27.4%
10034500 403300 CONTRSVC	600,000	0	600,000	587,263.78	.00	12,736.22	97.9%
10034500 403300 CSTRC CONTRSVC	23,457	0	23,457	12,710.81	.00	10,746.19	54.2%
10034500 403500 PRINTING	300	0	300	277.25	.00	22.75	92.4%
10034500 403600 ADVERT	1,000	0	1,000	.00	.00	1,000.00	.0%
10034500 405230 TELECOMM	0	0	0	519.09	.00	-519.09	100.0%*
10034500 405510 MILEAGE	50	0	50	.00	.00	50.00	.0%
10034500 405530 SUB&LODG	500	0	500	462.89	.00	37.11	92.6%
10034500 405540 CONVEDUC	3,550	0	3,550	1,526.38	.00	2,023.62	43.0%
10034500 405810 DUES	200	0	200	75.00	.00	125.00	37.5%
10034500 406001 OFFSUPL	800	0	800	1,377.33	.00	-577.33	172.2%*
10034500 406008 VEHFUEL	1,800	0	1,800	346.06	.00	1,453.94	19.2%
10034500 406012 BOOKS	100	0	100	88.00	.00	12.00	88.0%
10034500 406020 EMERSUPP	500	0	500	.00	.00	500.00	.0%
TOTAL EMERGENCY MANAGEMENT	992,654	-221,948	770,706	694,291.89	.00	76,413.66	90.1%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
350 ANIMAL CONTROL							
10035000 401100 SAL & WAGE	73,591	6,815	80,406	80,698.89	.00	-292.89	100.4%*
10035000 401310 OT PAY	4,500	0	4,500	1,174.81	.00	3,325.19	26.1%
10035000 401320 HOLDISCPAY	0	0	0	3,600.03	.00	-3,600.03	100.0%*
10035000 402100 FICA	5,975	521	6,496	5,909.18	.00	586.82	91.0%
10035000 402210 VRS	7,785	-446	7,339	6,363.76	.00	975.24	86.7%
10035000 402300 MEDINS	5,880	11,928	17,808	15,457.92	.00	2,350.08	86.8%
10035000 402400 GRPLIFE	876	245	1,121	1,002.34	.00	118.66	89.4%
10035000 402700 WORKCOMP	1,229	-442	787	786.88	.00	.00	100.0%
10035000 402750 LINEOFDUTY	697	0	697	715.00	.00	-18.00	102.6%*
10035000 403100 PROFSVCS	500	0	500	.00	.00	500.00	.0%
10035000 403300 CONTRSVC	128,750	0	128,750	129,691.25	.00	-941.25	100.7%*
10035000 403310 REP/MAINT	500	0	500	178.00	.00	322.00	35.6%
10035000 403315 VEH REP/MN	4,800	0	4,800	4,824.42	.00	-24.42	100.5%*
10035000 403600 ADVERT	500	0	500	.00	.00	500.00	.0%
10035000 405230 TELECOMM	1,265	0	1,265	1,678.30	.00	-413.30	132.7%*
10035000 405305 VEHICLEINS	1,000	0	1,000	975.00	.00	25.00	97.5%
10035000 405530 SUB&LODG	1,000	0	1,000	505.32	.00	494.68	50.5%
10035000 405540 CONVEDUC	750	0	750	630.00	.00	120.00	84.0%
10035000 405820 CLAIMS	2,500	0	2,500	1,152.26	.00	1,347.74	46.1%
10035000 405825 S&N TAX	1,000	0	1,000	940.84	.00	59.16	94.1%
10035000 406001 OFFSUPL	500	0	500	419.92	.00	80.08	84.0%
10035000 406003 AGRICSUPL	400	0	400	220.93	.00	179.07	55.2%
10035000 406008 VEHFUEL	5,000	0	5,000	3,746.47	.00	1,253.53	74.9%
10035000 406009 VEHSUPL	600	0	600	633.38	.00	-33.38	105.6%*
10035000 406011 UNIFORMS	1,500	0	1,500	952.06	.00	547.94	63.5%
TOTAL ANIMAL CONTROL	251,098	18,621	269,719	262,256.96	.00	7,461.92	97.2%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
410 LITTER							
<u>10041000 403100 ALIED PROFSVCS</u>	3,300	0	3,300	2,200.00	.00	1,100.00	66.7%
<u>10041000 406014 OTHEROPER</u>	5,364	0	5,364	5,946.28	.00	-582.28	110.9%*
TOTAL LITTER	8,664	0	8,664	8,146.28	.00	517.72	94.0%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
415 FACILITIES							
10041500 401100 SAL & WAGE	315,170	12,304	327,474	317,814.72	.00	9,659.28	97.1%
10041500 401310 OT PAY	8,000	0	8,000	7,337.81	.00	662.19	91.7%
10041500 402100 FICA	24,111	941	25,052	23,939.03	.00	1,112.97	95.6%
10041500 402210 VRS	33,345	-4,338	29,007	25,881.79	.00	3,125.21	89.2%
10041500 402250 DISABILITY	0	0	0	452.92	.00	-452.92	100.0%*
10041500 402300 MEDINS	70,824	4,921	75,745	64,046.19	.00	11,698.81	84.6%
10041500 402400 GRPLIFE	3,751	682	4,433	3,951.55	.00	481.45	89.1%
10041500 402700 WORKCOMP	6,997	-2,516	4,481	4,480.66	.00	.00	100.0%
10041500 403100 PROFSVCS	5,000	0	5,000	2,030.00	.00	2,970.00	40.6%
10041500 403300 CONTRSVC	48,500	0	48,500	59,449.51	.00	-10,949.51	122.6%*
10041500 403310 REP/MAINT	205,250	0	205,250	221,810.49	.00	-16,560.49	108.1%*
10041500 403315 VEH REP/MN	23,300	10,000	33,300	43,944.73	.00	-10,644.73	132.0%*
10041500 403600 ADVERT	350	0	350	165.80	.00	184.20	47.4%
10041500 403700 LAUNDRY	6,500	0	6,500	9,029.49	.00	-2,529.49	138.9%*
10041500 405210 POSTAL	350	0	350	144.51	.00	205.49	41.3%
10041500 405230 TELECOMM	5,500	0	5,500	6,118.60	.00	-618.60	111.2%*
10041500 405305 VEHICLEINS	16,000	0	16,000	11,729.18	.00	4,270.82	73.3%
10041500 405410 LEASERENT	1,500	0	1,500	.00	.00	1,500.00	.0%
10041500 405510 MILEAGE	250	0	250	202.60	.00	47.40	81.0%
10041500 405530 SUB&LODG	2,000	0	2,000	239.24	.00	1,760.76	12.0%
10041500 405540 CONVEDUC	5,000	0	5,000	3,154.16	.00	1,845.84	63.1%
10041500 405810 DUES	1,000	0	1,000	829.99	.00	170.01	83.0%
10041500 406001 OFFSUPL	1,500	0	1,500	347.96	.00	1,152.04	23.2%
10041500 406003 AGRICSUPL	17,500	0	17,500	9,742.52	.00	7,757.48	55.7%
10041500 406004 GENLSUPL	25,000	10,000	35,000	43,627.31	.00	-8,627.31	124.6%*
10041500 406005 JANITSUPL	18,000	0	18,000	24,718.92	.00	-6,718.92	137.3%*
10041500 406008 VEHFUEL	22,000	0	22,000	13,090.52	.00	8,909.48	59.5%
10041500 406009 VEHSUPL	3,500	0	3,500	6,740.18	.00	-3,240.18	192.6%*
10041500 408101 MACHEQUIP	21,200	0	21,200	18,963.58	.00	2,236.42	89.5%
10041500 408103 COMMEQUIP	750	0	750	.00	.00	750.00	.0%
TOTAL FACILITIES	892,148	31,994	924,142	923,983.96	.00	157.70	100.0%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
420 GENERAL SERVICES							
<a href="#">10042000 403100 PROFSVCS</a>	5,000	0	5,000	.00	.00	5,000.00	.0%
<a href="#">10042000 403320 MAINTCONT</a>	126,600	-18,675	107,925	106,404.90	.00	1,520.10	98.6%
<a href="#">10042000 405110 ELECSVCS</a>	230,000	0	230,000	205,916.65	.00	24,083.35	89.5%
<a href="#">10042000 405120 HEATSVCS</a>	130,000	-20,000	110,000	53,215.49	.00	56,784.51	48.4%
<a href="#">10042000 405130 WATRSVCS</a>	8,900	0	8,900	11,540.58	.00	-2,640.58	129.7%*
<a href="#">10042000 405135 SEWRSVCS</a>	3,500	0	3,500	3,660.16	.00	-160.16	104.6%*
<a href="#">10042000 405140 STREETLIT</a>	9,000	0	9,000	11,493.48	.00	-2,493.48	127.7%*
<a href="#">10042000 405230 TELECOMM</a>	15,000	0	15,000	18,581.10	.00	-3,581.10	123.9%*
<a href="#">10042000 405304 PROPINS</a>	38,000	0	38,000	49,443.00	.00	-11,443.00	130.1%*
<a href="#">10042000 405308 GENLIAB</a>	9,000	0	9,000	9,577.00	.00	-577.00	106.4%*
<a href="#">10042000 405410 LEASERENT</a>	0	0	0	172.12	.00	-172.12	100.0%*
TOTAL GENERAL SERVICES	575,000	-38,675	536,325	470,004.48	.00	66,320.52	87.6%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
425 PUBLIC WORKS							
10042500 401100 SAL & WAGE	172,595	4,806	177,401	168,367.78	.00	9,033.22	94.9%
10042500 401310 OT PAY	0	0	0	56.42	.00	-56.42	100.0%*
10042500 402100 FICA	13,203	368	13,571	12,162.81	.00	1,408.19	89.6%
10042500 402210 VRS	18,159	-2,912	15,247	13,368.96	.00	1,878.04	87.7%
10042500 402250 DISABILITY	0	0	0	269.94	.00	-269.94	100.0%*
10042500 402300 MEDINS	24,780	9,573	34,353	27,175.00	.00	7,178.00	79.1%
10042500 402400 GRPLIFE	2,054	277	2,331	2,053.59	.00	277.41	88.1%
10042500 402700 WORKCOMP	2,132	771	2,903	2,902.56	.00	.00	100.0%
10042500 403100 PROFSVCS	1,500	0	1,500	9,980.00	.00	-8,480.00	665.3%*
10042500 403182 SFTWREFEE	5,500	0	5,500	4,462.29	.00	1,037.71	81.1%
10042500 405230 TELECOMM	2,000	0	2,000	1,104.89	.00	895.11	55.2%
10042500 405410 LEASERENT	2,500	0	2,500	4,088.85	.00	-1,588.85	163.6%*
10042500 405530 SUB&LODG	1,000	0	1,000	.00	.00	1,000.00	.0%
10042500 405540 CONVEDUC	2,500	0	2,500	215.90	.00	2,284.10	8.6%
10042500 406001 OFFSUPL	2,000	0	2,000	3,965.94	.00	-1,965.94	198.3%*
10042500 406008 VEHFUEL	2,500	0	2,500	331.53	.00	2,168.47	13.3%
10042500 408105 VEHICLE	0	0	0	48.66	.00	-48.66	100.0%*
TOTAL PUBLIC WORKS	252,423	12,883	265,306	250,555.12	.00	14,750.44	94.4%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
430 CONVENIENCE CENTER							
10043000 401100 SAL & WAGE	25,228	15,207	40,435	40,434.89	.00	.11	100.0%
10043000 401300 PT SAL/WAG	44,116	-23,887	20,229	20,228.96	.00	.04	100.0%
10043000 401310 OT PAY	1,500	3,910	5,410	5,409.98	.00	.02	100.0%
10043000 401320 HOLDISCPAY	0	468	468	467.38	.00	.62	99.9%
10043000 402100 FICA	3,375	1,718	5,093	5,092.55	.00	.45	100.0%
10043000 402210 VRS	0	3,462	3,462	3,461.47	.00	.53	100.0%
10043000 402300 MEDINS	0	68	68	67.16	.00	.84	98.8%
10043000 402400 GRPLIFE	0	529	529	529.13	.00	-.13	100.0%*
10043000 402700 WORKCOMP	2,615	-772	1,843	1,843.00	.00	.00	100.0%
10043000 403170 PERMITFEE	1,200	0	1,200	1,085.00	.00	115.00	90.4%
10043000 403300 CONTRSVC	54,500	9,988	64,488	64,487.95	.00	.05	100.0%
10043000 403310 REP/MAINT	20,500	358	20,858	20,857.23	.00	.77	100.0%
10043000 405230 TELECOMM	1,248	88	1,336	1,335.74	.00	.26	100.0%
10043000 405410 LEASERENT	800	0	800	780.00	.00	20.00	97.5%
10043000 406001 OFFSUPL	550	0	550	248.03	.00	301.97	45.1%
10043000 406008 VEHFUEL	500	414	914	913.81	.00	.19	100.0%
10043000 408109 BUILDING	0	1,610	1,610	2,050.00	.00	-440.00	127.3%*
TOTAL CONVENIENCE CENTER	156,132	13,161	169,293	169,292.28	.00	.72	100.0%



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ACCOUNTS FOR:  
100 GENERAL FUND

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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435 LANDFILL POST CLOSURE

<a href="#">10043500 403100</a> PROFSVCS	30,000	0	30,000	20,066.00	.00	9,934.00	66.9%
<a href="#">10043500 403300</a> CONTRSVC	16,500	0	16,500	.00	.00	16,500.00	.0%
TOTAL LANDFILL POST CLOSURE	46,500	0	46,500	20,066.00	.00	26,434.00	43.2%



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ACCOUNTS FOR:  
100 GENERAL FUND

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>						
510 HEALTH						
<hr/>						
265,060	0	265,060	262,564.00	.00	2,496.00	99.1%
0	0	0	1,094.24	.00	-1,094.24	100.0%*
265,060	0	265,060	263,658.24	.00	1,401.76	99.5%

10051000 403300 CONTRSVC  
10051000 405230 TELECOMM

TOTAL HEALTH



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
515 VJCCCA							
<a href="#">10051500 403100 VJCCA PROFSVCS</a>	6,585	0	6,585	5,574.94	.00	1,010.06	84.7%
TOTAL VJCCCA	6,585	0	6,585	5,574.94	.00	1,010.06	84.7%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
520 CSA							
10052000 401100 SAL & WAGE	61,950	-6,135	55,815	52,411.28	.00	3,403.72	93.9%
10052000 401310 OT PAY	0	0	0	1,020.11	.00	-1,020.11	100.0%*
10052000 402100 FICA	4,739	-469	4,270	3,930.92	.00	339.08	92.1%
10052000 402210 VRS	6,554	-1,770	4,784	3,908.92	.00	875.08	81.7%
10052000 402300 MEDINS	4,968	3,222	8,190	7,072.50	.00	1,117.50	86.4%
10052000 402400 GRPLIFE	737	-6	731	595.89	.00	135.11	81.5%
10052000 402700 WORKCOMP	62	-18	44	44.18	.00	.00	100.0%
10052000 403100 PROFSVCS	500	0	500	.00	.00	500.00	.0%
10052000 405210 POSTAL	800	0	800	778.30	.00	21.70	97.3%
10052000 405230 TELECOMM	150	0	150	43.52	.00	106.48	29.0%
10052000 405410 LEASERENT	760	0	760	584.82	.00	175.18	77.0%
10052000 405510 MILEAGE	600	0	600	228.45	.00	371.55	38.1%
10052000 405530 SUB&LODG	700	0	700	199.90	.00	500.10	28.6%
10052000 405540 CONVEDUC	600	0	600	331.00	.00	269.00	55.2%
10052000 406001 OFFSUPL	600	0	600	453.00	.00	147.00	75.5%
10052000 406002 FOODSUPL	450	0	450	76.16	.00	373.84	16.9%
10052000 408102 FURN/FIX	500	0	500	.00	.00	500.00	.0%
TOTAL CSA	84,670	-5,176	79,494	71,678.95	.00	7,815.23	90.2%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
525 CSA PURCHASE OF SERVICES							
<a href="#">10052500 405714 MANDEFFMP</a>	10,000	0	10,000	.00	.00	10,000.00	.0%
<a href="#">10052500 405715 MANDEFFOP</a>	10,000	36,111	46,111	60,396.70	.00	-14,285.70	131.0%*
<a href="#">10052500 405716 TFCLRCONG</a>	93,000	7,042	100,042	126,833.67	.00	-26,791.67	126.8%*
<a href="#">10052500 405718 COMMSVC</a>	490,000	315,000	805,000	696,123.67	.00	108,876.33	86.5%
<a href="#">10052500 405719 COMMSVTR</a>	15,000	0	15,000	.00	.00	15,000.00	.0%
<a href="#">10052500 405720 NONMCOMM</a>	26,170	0	26,170	.00	.00	26,170.00	.0%
<a href="#">10052500 405721 RESCONG</a>	649,287	321,037	970,324	898,842.74	.00	71,481.26	92.6%
<a href="#">10052500 405723 MSPEDPRIV</a>	1,100,000	0	1,100,000	981,478.02	.00	118,521.98	89.2%
<a href="#">10052500 405724 MSVCINSCH</a>	10,000	27,003	37,003	43,437.63	.00	-6,434.63	117.4%*
<a href="#">10052500 405725 MFCLCRESCG</a>	50,000	34,709	84,709	137,501.71	.00	-52,792.71	162.3%*
<a href="#">10052500 405732 EDUCCONG</a>	200,000	40,000	240,000	258,212.30	.00	-18,212.30	107.6%*
<a href="#">10052500 405742 WSS</a>	20,543	0	20,543	.00	.00	20,543.00	.0%
<a href="#">10052500 406014 OTHEROPER</a>	26,000	0	26,000	.00	.00	26,000.00	.0%
TOTAL CSA PURCHASE OF SERVICES	2,700,000	780,902	3,480,902	3,202,826.44	.00	278,075.56	92.0%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
710 PARKS & RECREATION							
10071000 401100 SAL & WAGE	191,492	-4,933	186,559	186,541.62	.00	17.38	100.0%
10071000 401300 PT SAL/WAG	56,642	-1,776	54,866	60,965.90	.00	-6,099.90	111.1%*
10071000 401310 OT PAY	1,100	0	1,100	913.57	.00	186.43	83.1%
10071000 402100 FICA	18,982	-513	18,469	18,764.67	.00	-295.67	101.6%*
10071000 402210 VRS	20,181	-4,537	15,644	15,274.59	.00	369.41	97.6%
10071000 402250 DISABILITY	177	0	177	311.03	.00	-134.03	175.7%*
10071000 402300 MEDINS	32,376	-7,509	24,867	21,745.17	.00	3,121.83	87.4%
10071000 402400 GRPLIFE	2,278	113	2,391	2,341.49	.00	49.51	97.9%
10071000 402600 UNEMPL	0	0	0	2.33	.00	-2.33	100.0%*
10071000 402700 WORKCOMP	3,198	961	4,159	7,081.34	.00	-2,922.00	170.3%*
10071000 403100 PROFSVCS	32,500	-3,247	29,253	20,476.61	.00	8,776.86	70.0%
10071000 403300 CONTRSVC	16,500	0	16,500	10,324.01	.00	6,175.99	62.6%
10071000 403300 CARN CONTRSVC	0	4,900	4,900	8,991.03	.00	-4,091.03	183.5%*
10071000 403500 PRINTING	8,000	0	8,000	6,412.63	.00	1,587.37	80.2%
10071000 403600 ADVERT	2,000	-1,000	1,000	503.00	.00	497.00	50.3%
10071000 403600 CARN ADVERT	0	1,000	1,000	133.00	.00	867.00	13.3%
10071000 405210 POSTAL	500	0	500	475.53	.00	24.47	95.1%
10071000 405230 TELECOMM	11,800	0	11,800	9,431.73	.00	2,368.27	79.9%
10071000 405410 LEASERENT	7,740	0	7,740	6,500.46	.00	1,239.54	84.0%
10071000 405510 MILEAGE	100	0	100	1.25	.00	98.75	1.3%
10071000 405530 SUB&LODG	1,500	-525	975	1,098.52	.00	-123.52	112.7%*
10071000 405540 CONVEDUC	2,000	0	2,000	1,550.90	.00	449.10	77.5%
10071000 405810 DUES	1,060	0	1,060	1,131.00	.00	-71.00	106.7%*
10071000 406001 OFFSUPL	3,000	-500	2,500	1,123.58	.00	1,376.42	44.9%
10071000 406004 GENLSUPL	0	0	0	97.05	.00	-97.05	100.0%*
10071000 406004 CARN GENLSUPL	0	4,300	4,300	5,736.66	.00	-1,436.66	133.4%*
10071000 406008 VEHFUEL	3,500	0	3,500	2,571.62	.00	928.38	73.5%
10071000 406011 UNIFORMS	600	0	600	592.07	.00	7.93	98.7%
10071000 406012 BOOKS	500	0	500	413.45	.00	86.55	82.7%
10071000 406013 RECSUPL	42,400	-1,000	41,400	38,576.76	.00	2,823.24	93.2%
10071000 406013 AMUSE RECSUPL	21,000	0	21,000	6,564.00	.00	14,436.00	31.3%
10071000 406013 FTBL RECSUPL	1,500	0	1,500	.00	.00	1,500.00	.0%
10071000 409904 SITEIMPRV	28,000	-850	27,150	13,905.35	.00	13,244.65	51.2%
TOTAL PARKS & RECREATION	510,626	-15,115	495,511	450,551.92	.00	44,958.89	90.9%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
730 LIBRARY							
10073000 401100 SAL & WAGE	117,980	5,324	123,304	121,261.95	.00	2,042.05	98.3%
10073000 401300 PT SAL/WAG	54,467	-2,015	52,452	46,665.38	.00	5,786.62	89.0%
10073000 401310 OT PAY	0	0	0	21.61	.00	-21.61	100.0%*
10073000 402100 FICA	11,049	2,396	13,445	12,639.93	.00	805.07	94.0%
10073000 402210 VRS	12,400	-1,843	10,557	9,590.15	.00	966.85	90.8%
10073000 402250 DISABILITY	153	0	153	274.80	.00	-121.80	179.6%*
10073000 402300 MEDINS	14,100	3,205	17,305	15,122.50	.00	2,182.50	87.4%
10073000 402400 GRPLIFE	1,405	209	1,614	1,471.60	.00	142.40	91.2%
10073000 402700 WORKCOMP	132	-27	105	104.63	.00	.00	100.0%
10073000 403320 MAINTCONT	8,295	0	8,295	6,505.45	.00	1,789.55	78.4%
10073000 405210 POSTAL	800	0	800	199.91	.00	600.09	25.0%
10073000 405230 TELECOMM	24,936	14,234	39,170	24,881.43	.00	14,288.43	63.5%
10073000 405410 LEASERENT	120	0	120	110.00	.00	10.00	91.7%
10073000 405530 SUB&LODG	750	0	750	.00	.00	750.00	.0%
10073000 405540 CONVEDUC	750	0	750	.00	.00	750.00	.0%
10073000 405810 DUES	150	0	150	277.00	.00	-127.00	184.7%*
10073000 406001 OFFSUPL	8,000	0	8,000	8,186.41	.00	-186.41	102.3%*
10073000 406012 BOOKS	7,000	45	7,045	39,585.29	.00	-32,540.29	561.9%*
10073000 406012 LIBAD BOOKS	65,050	6,550	71,600	72,185.81	.00	-585.81	100.8%*
10073000 408102 FURN/FIX	0	0	0	540.36	.00	-540.36	100.0%*
10073000 408107 EDPEQUIP	7,800	0	7,800	3,789.45	.00	4,010.55	48.6%
TOTAL LIBRARY	335,337	28,077	363,414	363,413.66	.00	.83	100.0%





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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
810 COUNTY PLANNER							
10081000 401100 SAL & WAGE	230,669	51,341	282,010	280,180.49	.00	1,829.51	99.4%
10081000 401300 PT SAL/WAG	0	0	0	912.00	.00	-912.00	100.0%*
10081000 401310 OT PAY	2,500	0	2,500	2,844.51	.00	-344.51	113.8%*
10081000 402100 FICA	17,646	3,928	21,574	20,913.88	.00	660.12	96.9%
10081000 402210 VRS	24,405	4,362	28,767	23,039.15	.00	5,727.85	80.1%
10081000 402250 DISABILITY	430	0	430	641.90	.00	-211.90	149.3%*
10081000 402300 MEDINS	39,960	6,483	46,443	40,990.00	.00	5,453.00	88.3%
10081000 402400 GRPLIFE	2,745	1,653	4,398	3,560.81	.00	837.19	81.0%
10081000 402700 WORKCOMP	953	1,392	2,345	2,345.00	.00	.00	100.0%
10081000 403100 PROFSVCS	0	0	0	.00	.00	.00	.0%
10081000 403300 CONTRSVC	15,000	-521	14,479	13,400.00	.00	1,079.00	92.5%
10081000 403600 ADVERT	500	0	500	392.60	.00	107.40	78.5%
10081000 405210 POSTAL	750	0	750	1,023.33	.00	-273.33	136.4%*
10081000 405230 TELECOMM	2,000	0	2,000	2,085.09	.00	-85.09	104.3%*
10081000 405410 LEASERENT	4,000	0	4,000	5,906.25	.00	-1,906.25	147.7%*
10081000 405510 MILEAGE	0	0	0	90.65	.00	-90.65	100.0%*
10081000 405530 SUB&LODG	1,000	0	1,000	154.57	.00	845.43	15.5%
10081000 405540 CONVEDUC	2,000	255	2,255	2,104.90	.00	150.10	93.3%
10081000 405810 DUES	1,500	0	1,500	786.00	.00	714.00	52.4%
10081000 405830 REFUNDS	0	0	0	-73.06	.00	73.06	100.0%
10081000 406001 OFFSUPL	2,500	0	2,500	2,190.50	.00	309.50	87.6%
10081000 406008 VEHFUEL	2,000	-255	1,745	1,494.92	.00	250.08	85.7%
10081000 406012 BOOKS	250	0	250	61.08	.00	188.92	24.4%
10081000 408102 FURN/FIX	1,500	0	1,500	1,248.43	.00	251.57	83.2%
TOTAL COUNTY PLANNER	352,308	68,638	420,946	406,293.00	.00	14,653.00	96.5%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
815 PLANNING COMMISSION							
<a href="#">10081500 401114 BOARDCOMP</a>	12,900	0	12,900	12,900.16	.00	-.16	100.0%*
<a href="#">10081500 402100 FICA</a>	987	0	987	935.51	.00	51.49	94.8%
<a href="#">10081500 403100 PROFSVCS</a>	12,000	24,000	36,000	36,000.00	.00	.00	100.0%
<a href="#">10081500 403600 ADVERT</a>	6,500	0	6,500	3,658.88	.00	2,841.12	56.3%
<a href="#">10081500 405210 POSTAL</a>	2,500	0	2,500	2,278.25	.00	221.75	91.1%
<a href="#">10081500 405510 MILEAGE</a>	200	0	200	.00	.00	200.00	.0%
<a href="#">10081500 405530 SUB&amp;LODG</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10081500 405540 CONVEDUC</a>	750	-650	100	.00	.00	100.00	.0%
TOTAL PLANNING COMMISSION	36,337	23,350	59,687	55,772.80	.00	3,914.20	93.4%

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 ACCOUNTS FOR:  
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
820 BOARD OF ZONING APPEALS							
<a href="#">10082000 401114 BOARDCOMP</a>	600	0	600	540.00	.00	60.00	90.0%
<a href="#">10082000 402100 FICA</a>	46	0	46	41.31	.00	4.69	89.8%
<a href="#">10082000 403600 ADVERT</a>	0	378	378	378.00	.00	.00	100.0%
<a href="#">10082000 405510 MILEAGE</a>	100	0	100	.00	.00	100.00	.0%
<a href="#">10082000 405540 CONVEDUC</a>	300	36	336	500.00	.00	-164.00	148.8%*
TOTAL BOARD OF ZONING APPEALS	1,046	414	1,460	1,459.31	.00	.69	100.0%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
830 ECONOMIC DEVELOPMENT							
10083000 401100 SAL & WAGE	78,793	-2,053	76,740	76,739.98	.00	.02	100.0%
10083000 402100 FICA	6,028	-157	5,871	5,432.05	.00	438.95	92.5%
10083000 402210 VRS	8,293	-1,972	6,321	6,302.79	.00	18.21	99.7%
10083000 402300 MEDINS	5,880	5,820	11,700	10,237.50	.00	1,462.50	87.5%
10083000 402400 GRPLIFE	938	28	966	967.15	.00	-1.15	100.1%*
10083000 402700 WORKCOMP	1,058	-1,002	56	56.32	.00	.00	100.0%
10083000 403100 PROFSVCS	6,000	-3,000	3,000	1,182.50	.00	1,817.50	39.4%
10083000 403500 PRINTING	500	0	500	495.00	.00	5.00	99.0%
10083000 403600 ADVERT	500	107	607	2,461.60	.00	-1,854.60	405.5%*
10083000 403800 EDEV MARKET	0	1,500	1,500	5,044.49	.00	-3,544.49	336.3%*
10083000 403800 TOUR MARKET	0	2,600	2,600	200.00	.00	2,400.00	7.7%
10083000 405210 POSTAL	100	0	100	11.04	.00	88.96	11.0%
10083000 405230 TELECOMM	700	0	700	1,034.31	.00	-334.31	147.8%*
10083000 405510 MILEAGE	250	0	250	126.36	.00	123.64	50.5%
10083000 405530 SUB&LODG	2,000	0	2,000	398.86	.00	1,601.14	19.9%
10083000 405540 CONVEDUC	2,000	650	2,650	3,322.98	.00	-672.98	125.4%*
10083000 405810 DUES	500	0	500	965.00	.00	-465.00	193.0%*
10083000 406001 OFFSUPL	500	0	500	626.71	.00	-126.71	125.3%*
10083000 406014 OTHEROPER	0	0	0	955.71	.00	-955.71	100.0%*
10083000 407010 FEDA	1,000	0	1,000	1,000.00	.00	.00	100.0%
TOTAL ECONOMIC DEVELOPMENT	115,040	2,521	117,561	117,560.35	.00	.97	100.0%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
840 COOPERATIVE EXTENSION							
<a href="#">10084000 403300 CONTRSVC</a>	76,077	-2,413	73,664	73,295.23	.00	368.77	99.5%
<a href="#">10084000 405230 TELECOMM</a>	650	0	650	393.17	.00	256.83	60.5%
<a href="#">10084000 405410 LEASERENT</a>	250	0	250	146.00	.00	104.00	58.4%
<a href="#">10084000 405540 CONVEDUC</a>	1,750	-745	1,005	1,004.10	.00	.90	99.9%
<a href="#">10084000 405810 DUES</a>	400	0	400	400.00	.00	.00	100.0%
<a href="#">10084000 406001 OFFSUPL</a>	500	3,158	3,658	3,981.02	.00	-323.02	108.8%*
<a href="#">10084000 406003 AGRICSUPL</a>	1,200	0	1,200	1,200.00	.00	.00	100.0%
<a href="#">10084000 406014 OTHEROPER</a>	1,500	0	1,500	1,490.80	.00	9.20	99.4%
<a href="#">10084000 408101 MACHEQUIP</a>	5,000	28,532	33,532	33,531.61	.00	.00	100.0%
TOTAL COOPERATIVE EXTENSION	87,327	28,532	115,859	115,441.93	.00	416.68	99.6%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
850 NON PROFITS							
10085000 405670 PVCC	7,380	0	7,380	7,380.00	.00	.00	100.0%
10085000 405671 SBDC	2,500	0	2,500	2,500.00	.00	.00	100.0%
10085000 405672 TJPDC	33,843	0	33,843	33,843.00	.00	.00	100.0%
10085000 405673 S&W	20,000	0	20,000	20,000.00	.00	.00	100.0%
10085000 405674 JABA	83,946	0	83,946	83,946.00	.00	.00	100.0%
10085000 405675 MACAA	49,913	0	49,913	49,913.00	.00	.00	100.0%
10085000 405676 REGION10	126,250	0	126,250	126,250.00	.00	.00	100.0%
10085000 405677 JAUNT	79,404	0	79,404	79,404.00	.00	.00	100.0%
10085000 405678 TJEMS	16,095	0	16,095	16,095.00	.00	.00	100.0%
10085000 405679 CVPED	12,985	0	12,985	12,985.00	.00	.00	100.0%
10085000 405680 PHA	2,100	0	2,100	2,100.00	.00	.00	100.0%
10085000 405681 READYKIDS	2,100	0	2,100	2,100.00	.00	.00	100.0%
10085000 405682 PWN	3,896	0	3,896	3,896.00	.00	.00	100.0%
10085000 405683 CHIP	51,000	0	51,000	51,000.00	.00	.00	100.0%
10085000 405684 SHE	9,000	0	9,000	9,000.00	.00	.00	100.0%
10085000 405685 OAR	13,261	0	13,261	13,261.00	.00	.00	100.0%
10085000 405686 LEGALAI	4,000	0	4,000	4,000.00	.00	.00	100.0%
10085000 405687 SARA	1,000	0	1,000	1,000.00	.00	.00	100.0%
10085000 405688 RCA	1,750	0	1,750	1,750.00	.00	.00	100.0%
10085000 405691 FLUVHF	16,000	0	16,000	16,000.00	.00	.00	100.0%
10085000 405692 ARTS ARTS	10,000	0	10,000	10,000.00	.00	.00	100.0%
10085000 405693 MUSEUM	525	0	525	525.00	.00	.00	100.0%
10085000 405694 LEADPROG	1,000	0	1,000	1,000.00	.00	.00	100.0%
10085000 405695 YAC	1,500	0	1,500	393.15	.00	1,106.85	26.2%
10085000 407020 FCOC	3,500	0	3,500	3,500.00	.00	.00	100.0%
TOTAL NON PROFITS	552,948	0	552,948	551,841.15	.00	1,106.85	99.8%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
860 MISCELLANEOUS NON DEPARTMENTAL							
<a href="#">10086000 401100 FT WAGES</a>	116,194	-97,005	19,189	.00	.00	19,189.00	.0%
<a href="#">10086000 402210 VRS</a>	-142,369	142,505	136	.00	.00	136.00	.0%
<a href="#">10086000 402300 MEDINS</a>	78,500	-78,500	0	.00	.00	.00	.0%
<a href="#">10086000 402700 WORKCOMP</a>	0	879	879	.00	.00	879.00	.0%
<a href="#">10086000 403100 PROFSVCS</a>	25,000	699	25,699	25,698.65	.00	.00	100.0%
<a href="#">10086000 405860 GRTCONT</a>	25,000	-19,580	5,420	.00	.00	5,419.60	.0%
<a href="#">10086000 405870 BOSCONT</a>	150,000	-127,834	22,166	.00	.00	22,165.90	.0%
<a href="#">10086000 405880 PERSCONTIG</a>	75,000	-75,000	0	.00	.00	.00	.0%
TOTAL MISCELLANEOUS NON DEPARTMENTAL	327,325	-253,837	73,488	25,698.65	.00	47,789.50	35.0%
TOTAL GENERAL FUND	18,255,698	804,446	19,060,144	18,001,495.35	.00	1,058,649.02	94.4%
TOTAL EXPENSES	18,255,698	804,446	19,060,144	18,001,495.35	.00	1,058,649.02	

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ACCOUNTS FOR: 105 SOCIAL SERVICES	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
530 SOCIAL SERVICE ADMINISTRATION							
10553000 401100 SAL & WAGE	1,096,266	45,998	1,142,264	1,044,741.48	.00	97,522.52	91.5%
10553000 401114 BOARDCOMP	4,680	0	4,680	4,676.88	.00	3.12	99.9%
10553000 401300 PT SAL/WAG	76,512	-51,582	24,930	18,715.56	.00	6,214.44	75.1%
10553000 401310 OT PAY	35,000	5,000	40,000	42,755.53	.00	-2,755.53	106.9%*
10553000 401320 HOLDISCPAY	13,536	0	13,536	13,600.00	.00	-64.00	100.5%*
10553000 402100 FICA	84,898	4,396	89,294	81,927.68	.00	7,366.32	91.8%
10553000 402210 VRS	110,907	-24,491	86,416	81,284.62	.00	5,131.38	94.1%
10553000 402250 DISABILITY	2,837	0	2,837	2,701.43	.00	135.57	95.2%
10553000 402300 MEDINS	159,228	18,240	177,468	152,907.50	.00	24,560.50	86.2%
10553000 402400 GRPLIFE	12,474	634	13,108	12,829.04	.00	278.96	97.9%
10553000 402700 WORKCOMP	4,505	-1,668	2,837	2,837.05	.00	.00	100.0%
10553000 402830 STAFFDVLP	4,000	0	4,000	8,349.25	.00	-4,349.25	208.7%*
10553000 403100 PROFSVCS	41,680	0	41,680	19,835.68	.00	21,844.32	47.6%
10553000 403125 IT SERVICE	1,500	0	1,500	4,376.59	.00	-2,876.59	291.8%*
10553000 403310 REP/MAINT	4,760	0	4,760	4,971.04	.00	-211.04	104.4%*
10553000 403315 VEH REP/MN	7,000	0	7,000	3,343.71	.00	3,656.29	47.8%
10553000 403320 MAINTCONT	12,238	0	12,238	11,321.29	.00	916.71	92.5%
10553000 403600 ADVERT	1,400	0	1,400	1,081.00	.00	319.00	77.2%
10553000 405110 ELECSVCS	12,100	0	12,100	11,468.43	.00	631.57	94.8%
10553000 405210 POSTAL	7,184	0	7,184	4,656.58	.00	2,527.42	64.8%
10553000 405230 TELECOMM	14,199	0	14,199	14,028.06	.00	170.94	98.8%
10553000 405304 PROPINS	5,319	0	5,319	5,761.61	.00	-442.61	108.3%*
10553000 405410 LEASERENT	14,009	0	14,009	14,009.28	.00	-.28	100.0%*
10553000 405510 MILEAGE	250	0	250	311.71	.00	-61.71	124.7%*
10553000 405530 SUB&LODG	1,750	0	1,750	5,597.38	.00	-3,847.38	319.9%*
10553000 405810 DUES	1,460	0	1,460	1,327.99	.00	132.01	91.0%
10553000 406001 OFFSUPL	15,000	0	15,000	23,539.06	.00	-8,539.06	156.9%*
10553000 406002 FOODSUPL	420	0	420	742.18	.00	-322.18	176.7%*
10553000 406005 JANITSUPL	300	0	300	.00	.00	300.00	.0%
10553000 406008 VEHFUEL	5,760	0	5,760	2,072.08	.00	3,687.92	36.0%
10553000 408101 MACHEQUIP	758	0	758	2,092.00	.00	-1,334.00	276.0%*
10553000 408102 FURN/FIX	0	0	0	7,707.72	.00	-7,707.72	100.0%*
10553000 409904 SITEIMPRV	0	22,862	22,862	1,500.00	.00	21,362.00	6.6%
TOTAL SOCIAL SERVICE ADMINISTRATION	1,751,930	19,389	1,771,319	1,607,069.41	.00	164,249.64	90.7%



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COUNTY OF FLUVANNA  
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

ACCOUNTS FOR:  
105 SOCIAL SERVICES

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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540 PUBLIC ASSISTANCE

10554000 405701 GENRELF	7,000	0	7,000	720.00	.00	6,280.00	10.3%
10554000 405702 AUXGRTS	10,000	0	10,000	26,291.00	.00	-16,291.00	262.9%*
10554000 405705 AIDDEPCHDN	2,000	0	2,000	.00	.00	2,000.00	.0%
10554000 405706 FOSTERCARE	25,000	0	25,000	39,968.31	.00	-14,968.31	159.9%*
10554000 405707 EMRGASST	500	0	500	.00	.00	500.00	.0%
10554000 405708 FOSTER FUT	0	0	0	9,380.00	.00	-9,380.00	100.0%*
10554000 405709 SPECNDSADP	152,000	0	152,000	89,737.00	.00	62,263.00	59.0%
10554000 405712 SUBADOPIVE	236,762	0	236,762	244,920.83	.00	-8,158.83	103.4%*
TOTAL PUBLIC ASSISTANCE	433,262	0	433,262	411,017.14	.00	22,244.86	94.9%

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

 ACCOUNTS FOR:  
 105 SOCIAL SERVICES
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

550 PURCHASE OF SERVICES

[10555000 405711 SSPOS](#)

60,313

0

60,313

26,515.13

.00

33,797.87

44.0%

TOTAL PURCHASE OF SERVICES

60,313

0

60,313

26,515.13

.00

33,797.87

44.0%

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

 ACCOUNTS FOR:  
 105 SOCIAL SERVICES
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

560 DAYCARE PROGRAM

[10556000 403100 PROFSVCS](#)

7,425

0

7,425

7,703.50

.00

-278.50

103.8%\*

TOTAL DAYCARE PROGRAM

7,425

0

7,425

7,703.50

.00

-278.50

103.8%



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COUNTY OF FLUVANNA  
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

ACCOUNTS FOR:  
105 SOCIAL SERVICES

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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570 FOSTER HOME COORDINATOR

<a href="#">10557000 403300 CONTRSVC</a>	1,400	0	1,400	.00	.00	1,400.00	.0%
<a href="#">10557000 405711 SSPOS</a>	6,400	0	6,400	75.00	.00	6,325.00	1.2%
TOTAL FOSTER HOME COORDINATOR	7,800	0	7,800	75.00	.00	7,725.00	1.0%

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

 ACCOUNTS FOR:  
 105 SOCIAL SERVICES
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

580 FAMILY SUPPORT

<a href="#">10558000 405711 SSPOS</a>	19,158	0	19,158	18,983.75	.00	174.25	99.1%
TOTAL FAMILY SUPPORT	19,158	0	19,158	18,983.75	.00	174.25	99.1%
TOTAL SOCIAL SERVICES	2,279,888	19,389	2,299,277	2,071,363.93	.00	227,913.12	90.1%
TOTAL EXPENSES	2,279,888	19,389	2,299,277	2,071,363.93	.00	227,913.12	



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COUNTY OF FLUVANNA  
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	20,535,586	823,835	21,359,421	20,072,859.28	.00	1,286,562.14	94.0%

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COUNTY OF FLUVANNA  
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

ACCOUNTS FOR: 251 SCHOOL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
610 VSUP							
<a href="#">25161000 496000 VSUPINSTR</a>	0	0	0	-31.62	.00	31.62	100.0%
620 INSTRUCTION							
<a href="#">25162000 496001 INSTRUCT</a>	28,055,654	436,933	28,492,587	28,172,360.50	.00	320,226.25	98.9%
630 ADMIN/ATTENDANCE/HEALTH							
<a href="#">25163000 496002 AAH</a>	1,686,125	34,045	1,720,170	1,707,257.40	.00	12,912.60	99.2%
640 PUPIL TRANSPORTATION SERV							
<a href="#">25164000 496003 TRANSPORT</a>	2,872,099	130,257	3,002,356	2,646,854.49	.00	355,501.46	88.2%
650 OPERATION & MAINT SERV							
<a href="#">25165000 496004 OPER&amp;MAIN</a>	3,909,906	102,617	4,012,523	3,363,854.36	.00	648,668.58	83.8%
670 TECHNOLOGY							
<a href="#">25167000 496008 TECH</a>	1,754,639	296,211	2,050,850	1,715,442.76	.00	335,407.72	83.6%
TOTAL SCHOOL	38,278,423	1,000,063	39,278,486	37,605,737.89	.00	1,672,748.23	95.7%
TOTAL EXPENSES	38,278,423	1,000,063	39,278,486	37,605,737.89	.00	1,672,748.23	

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

 ACCOUNTS FOR:  
 252 CAFETERIA
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

680 CAFETERIA

[25268000 406002 FOODSUPL](#)

1,478,168

54,331

1,532,499

1,393,179.80

.00

139,319.20

90.9%

TOTAL CAFETERIA

1,478,168

54,331

1,532,499

1,393,179.80

.00

139,319.20

90.9%

TOTAL EXPENSES

1,478,168

54,331

1,532,499

1,393,179.80

.00

139,319.20



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**COUNTY OF FLUVANNA**  
**YEAR-TO-DATE BUDGET REPORT**
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FOR 2017 12

ACCOUNTS FOR: 401 DEBT SERVICE	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
910 DEBT SERVICE - COUNTY							
40109910 495000 ADMINFEES	15,000	0	15,000	3,700.00	.00	11,300.00	24.7%
40109910 495027 08KSTKPL	48,767	0	48,767	48,617.59	.00	149.41	99.7%
40109910 495031 08KSTKINT	6,058	0	6,058	6,207.02	.00	-149.02	102.5%*
40109910 495040 12FTFUPRIN	52,391	-1,347	51,044	51,044.00	.00	.00	100.0%
40109910 495041 12FTFUINT	8,866	1,347	10,213	10,213.19	.00	-.19	100.0%*
40109910 495050 14FTPALMPR	40,000	0	40,000	40,000.00	.00	.00	100.0%
40109910 495051 14FTPALMIN	20,544	0	20,544	20,544.00	.00	.00	100.0%
40109910 495052 14CRTHOUSE	115,000	0	115,000	115,000.00	.00	.00	100.0%
40109910 495053 14CRTHSINT	69,729	0	69,729	69,728.40	.00	.60	100.0%
40109910 495054 14LIBPRIN	190,000	0	190,000	190,000.00	.00	.00	100.0%
40109910 495055 14LIBRYINT	57,387	0	57,387	57,387.00	.00	.00	100.0%
40109910 495999 DEBTPLACEH	177,000	-177,000	0	.00	.00	.00	.0%
920 DEBT SERVICE - SCHOOLS							
40109920 495001 MID96PRIN	49,458	0	49,458	49,458.00	.00	.00	100.0%
40109920 495004 VPSA99PRIN	50,000	0	50,000	50,000.00	.00	.00	100.0%
40109920 495005 LITLNL1999	309,852	0	309,852	309,851.13	.00	.87	100.0%
40109920 495006 GO05APRIN	318,773	0	318,773	318,773.00	.00	.00	100.0%
40109920 495012 VPSA96INT	1,292	0	1,292	1,292.09	.00	-.09	100.0%*
40109920 495014 VPSA99INT	9,050	0	9,050	9,050.00	.00	.00	100.0%
40109920 495015 LITLNL99INT	55,773	0	55,773	55,773.20	.00	-.20	100.0%*
40109920 495016 GOBND05INT	163,102	0	163,102	163,102.29	.00	-.29	100.0%*
40109920 495020 VPSA08INT	205,250	0	205,250	205,250.00	.00	.00	100.0%
40109920 495036 QSCB2009	426,825	0	426,825	426,825.00	.00	.00	100.0%
40109920 495037 HS08PRIN	1,700,000	0	1,700,000	1,700,000.00	.00	.00	100.0%
40109920 495044 VPSA12BPR	660,000	0	660,000	660,000.00	.00	.00	100.0%
40109920 495045 VPSA12BINT	2,331,078	0	2,331,078	2,331,077.50	.00	.50	100.0%
40109920 495046 VPSA12APR	230,000	0	230,000	230,000.00	.00	.00	100.0%
40109920 495047 VPSA12AINT	124,618	0	124,618	124,617.50	.00	.50	100.0%
40109920 495048 VPSA14CPRI	215,000	0	215,000	215,000.00	.00	.00	100.0%
40109920 495049 VPSA14CINT	196,196	0	196,196	196,196.25	.00	-.25	100.0%*
TOTAL DEBT SERVICE	7,847,009	-177,000	7,670,009	7,658,707.16	.00	11,301.84	99.9%
TOTAL EXPENSES	7,847,009	-177,000	7,670,009	7,658,707.16	.00	11,301.84	

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FOR 2017 12

ACCOUNTS FOR: 502 SEWER	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
000 NON DEPT							
50200000 401100 SAL & WAGE	91,757	-19,586	72,171	73,895.29	.00	-1,724.29	102.4%*
50200000 401310 OT PAY	2,000	0	2,000	3,395.52	.00	-1,395.52	169.8%*
50200000 401320 HOLDISCPAY	1,000	0	1,000	2,172.21	.00	-1,172.21	217.2%*
50200000 402100 FICA	3,308	-1,498	1,810	5,117.53	.00	-3,307.53	282.7%*
50200000 402210 VRS	4,575	-175	4,400	2,243.17	.00	2,156.83	51.0%
50200000 402300 MEDINS	6,000	17,451	23,451	20,065.99	.00	3,385.01	85.6%
50200000 402400 GRPLIFE	515	157	672	908.56	.00	-236.56	135.2%*
50200000 402700 WORKCOMP	1,440	-786	654	653.80	.00	.00	100.0%
50200000 403100 PROFSVCS	0	0	0	426.93	.00	-426.93	100.0%*
50200000 403170 PERMITFEE	12,500	0	12,500	8,239.00	.00	4,261.00	65.9%
50200000 403300 CONTRSVC	35,750	0	35,750	23,196.78	.00	12,553.22	64.9%
50200000 403310 REP/MAINT	15,000	0	15,000	16,457.04	.00	-1,457.04	109.7%*
50200000 403600 ADVERT	600	0	600	.00	.00	600.00	.0%
50200000 403700 LAUNDRY	500	0	500	526.41	.00	-26.41	105.3%*
50200000 405110 ELECSVCS	14,000	0	14,000	12,204.70	.00	1,795.30	87.2%
50200000 405210 POSTAL	400	0	400	.00	.00	400.00	.0%
50200000 405230 TELECOMM	2,000	0	2,000	2,156.25	.00	-156.25	107.8%*
50200000 405540 CONVEDUC	1,500	0	1,500	100.00	.00	1,400.00	6.7%
50200000 405810 DUES	300	0	300	.00	.00	300.00	.0%
50200000 405998 BADDEBT	0	0	0	2,407.77	.00	-2,407.77	100.0%*
50200000 406001 OFFSUPL	700	0	700	1,266.76	.00	-566.76	181.0%*
50200000 406003 AGRICSUPL	3,000	0	3,000	.00	.00	3,000.00	.0%
50200000 406004 GENLSUPL	5,500	0	5,500	9,985.53	.00	-4,485.53	181.6%*
50200000 406006 CHEMSUPL	10,000	0	10,000	20,691.18	.00	-10,691.18	206.9%*
50200000 406008 VEHFUEL	4,400	0	4,400	223.48	.00	4,176.52	5.1%
50200000 408110 DEPREXP	50,000	0	50,000	96,615.00	.00	-46,615.00	193.2%*
50200000 409111 REDEMPR	60,000	0	60,000	.00	.00	60,000.00	.0%
TOTAL SEWER	326,745	-4,437	322,308	302,948.90	.00	19,358.90	94.0%
TOTAL EXPENSES	326,745	-4,437	322,308	302,948.90	.00	19,358.90	



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COUNTY OF FLUVANNA  
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

ACCOUNTS FOR: 505	FORK UNION SANITARY DISTRICT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
000 NON DEPT								
50500000	401100 SAL & WAGE	73,651	15,328	88,979	91,294.27	.00	-2,315.27	102.6%*
50500000	401310 OT PAY	5,000	0	5,000	5,466.56	.00	-466.56	109.3%*
50500000	401320 HOLDISCPAY	2,000	0	2,000	2,366.75	.00	-366.75	118.3%*
50500000	402100 FICA	9,563	1,173	10,736	6,902.70	.00	3,833.30	64.3%
50500000	402210 VRS	13,225	-4,453	8,772	5,519.89	.00	3,252.11	62.9%
50500000	402300 MEDINS	22,675	-1,979	20,696	18,375.66	.00	2,320.34	88.8%
50500000	402400 GRPLIFE	1,488	-147	1,341	1,122.75	.00	218.25	83.7%
50500000	402700 WORKCOMP	4,163	-999	3,164	3,163.60	.00	.00	100.0%
50500000	403100 PROFSVCS	13,500	0	13,500	12,795.49	.00	704.51	94.8%
50500000	403170 PERMITFEE	7,250	0	7,250	7,734.10	.00	-484.10	106.7%*
50500000	403310 REP/MAINT	27,200	0	27,200	17,276.50	.00	9,923.50	63.5%
50500000	403315 VEH REP/MN	0	0	0	119.78	.00	-119.78	100.0%*
50500000	403600 ADVERT	400	0	400	.00	.00	400.00	.0%
50500000	403700 LAUNDRY	2,500	0	2,500	1,694.30	.00	805.70	67.8%
50500000	405110 ELECSVCS	41,000	0	41,000	32,159.93	.00	8,840.07	78.4%
50500000	405210 POSTAL	2,800	0	2,800	2,534.79	.00	265.21	90.5%
50500000	405230 TELECOMM	4,500	0	4,500	5,576.20	.00	-1,076.20	123.9%*
50500000	405304 PROPINS	200	0	200	200.00	.00	.00	100.0%
50500000	405305 VEHICLEINS	2,300	0	2,300	2,441.45	.00	-141.45	106.2%*
50500000	405410 LEASERENT	1,800	0	1,800	1,800.00	.00	.00	100.0%
50500000	405540 CONVEDUC	1,500	0	1,500	900.00	.00	600.00	60.0%
50500000	405711 SSPOS	4,000	0	4,000	1,140.00	.00	2,860.00	28.5%
50500000	405810 DUES	700	0	700	.00	.00	700.00	.0%
50500000	406001 OFFSUPL	1,000	0	1,000	.00	.00	1,000.00	.0%
50500000	406003 AGRICSUPL	16,000	-16,000	0	.00	.00	.00	.0%
50500000	406004 GENLSUPL	7,000	0	7,000	7,812.17	.00	-812.17	111.6%*
50500000	406006 CHEMSUPL	0	16,000	16,000	15,557.94	.00	442.06	97.2%
50500000	406008 VEHFUEL	7,000	0	7,000	7,583.67	.00	-583.67	108.3%*
50500000	406009 VEHSUPL	1,200	0	1,200	1,508.94	.00	-308.94	125.7%*
50500000	408110 DEPREXP	0	0	0	87,280.00	.00	-87,280.00	100.0%*
50500000	409111 REDEMPR	43,278	12,517	55,795	.00	.00	55,795.00	.0%
50500000	409115 REDEMINT	34,109	-12,517	21,592	21,432.71	.00	159.29	99.3%
TOTAL FORK UNION SANITARY DISTRICT		351,002	8,923	359,925	361,760.15	.00	-1,835.55	100.5%
TOTAL EXPENSES		351,002	8,923	359,925	361,760.15	.00	-1,835.55	



# **FY17 4<sup>th</sup> Quarter Budget Report**

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**December 6, 2017**

**Mary Anna Twisdale– Management Analyst**





# Report Summary

BOS Packet 2017-12-06 p.270/393

ORIG BUDGET	XFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBR	AVAIL. BUDGET	PCT USED	
20,535,586	823,835.00	21,359,421.00	20,072,859.28	-	1,286,561.72	94.0%	
38,278,423	1,000,063.00	39,278,486.00	37,605,737.89	-	1,672,748.11	95.7%	
1,478,168	54,331.00	1,532,499.00	1,393,179.80	-	139,319.20	90.9%	
7,847,009	(177,000.00)	7,670,009.00	7,658,707.16	-	11,301.84	99.9%	
326,745	(4,437.00)	322,308.00	302,948.90	-	19,359.10	94.0%	
351,002	8,922.00	359,925.00	361,760.15	-	(1,835.15)	100.5%	
68,816,933	1,705,714.00	70,522,648.00	67,395,193.18	-	3,127,454.82	95.6%	
9,473,750							
78,290,683							

- } The above chart represents unexpended dollars for all funds in the FY17 budget.
- } Typically, Offices/Departments should have expended approximately 100% of their budgets at the end of the fourth quarter.
- } All Offices/Departments are within expected range.



# Departments Over 100% Expended\*

BOS Packet 2017-12-06 p.271/393

- } FUSD– 100.5%
- } Over budget due to year end compensated leave and depreciation adjustments.



# FY17 4<sup>th</sup> Quarter Budget Report

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## Questions?



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB I**

<b>MEETING DATE:</b>	December 6, 2017				
<b>AGENDA TITLE:</b>	FY18 1st Quarter Budget Report				
<b>MOTION(s):</b>					
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
<b>STAFF CONTACT(S):</b>	Mary Anna Twisdale, Management Analyst				
<b>PRESENTER(S):</b>	Mary Anna Twisdale, Management Analyst				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	FY18 1 <sup>st</sup> Quarter Budget Report				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	FY18 1 <sup>st</sup> Quarter Budget Report				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



# FY18 1st Quarter Budget Report

## COUNTY OF FLUVANNA YTD BUDGET REPORT

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL OPERATIONAL EXPENSES	21,768,073	296,703.00	22,170,257.00	5,092,133.54	18,327.13	17,059,796.33	23.1%
TOTAL SCHOOL EXPENSES	39,634,787	.00	39,634,787.00	8,312,372.88	.00	31,322,414.12	21.0%
TOTAL CAFETERIA EXPENSES	1,597,046	.00	1,597,046.00	.00	.00	1,597,046.00	0.0%
TOTAL DEBT SERVICE EXPENSES	10,468,627	-1,624,608.00	8,844,019.00	5,388,901.34	.00	3,455,117.66	60.9%
TOTAL UTILITIES EXPENSES	354,563	.00	354,563.00	51,056.20	.00	303,506.80	14.4%
TOTAL FUSD EXPENSES	354,719	.00	354,719.00	58,623.24	.00	296,095.76	16.5%
TOTAL	74,177,815	-1,327,905.00	72,955,391.00	18,903,087.20	18,327.13	54,033,976.67	25.9%
FY18 CIP	1,447,100						
GRAND TOTAL	75,624,915						

\*\* Report Generated by Mary Anna Twisdale \*\*

# FY18 1st Quarter Operational Expenditures

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2018 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
110 BOARD OF SUPERVISORS							
10011000 401114 BOARDCOMP	43,800	0	40,800	9,759.02	.00	31,040.98	23.9%
10011000 402100 FICA	3,351	0	3,351	511.08	.00	2,839.92	15.3%
10011000 402300 MEDINS	26,760	0	26,760	7,030.54	.00	19,729.46	26.3%
10011000 402700 WORKCOMP	39	0	39	19.32	.00	19.68	49.5%
10011000 403100 PROFSVCS	53,000	18,132	71,132	18,132.00	.00	53,000.00	25.5%
10011000 403300 CONTRSVC	5,000	0	5,000	5,238.72	.00	-238.72	104.8%
10011000 403500 PRINTING	200	0	3,200	642.84	.00	2,557.16	20.1%
10011000 403600 ADVERT	2,500	0	2,500	1,284.48	.00	1,215.52	51.4%
10011000 405210 POSTAL	400	0	400	31.67	.00	368.33	7.9%
10011000 405230 TELECOMM	3,620	0	3,620	665.23	.00	2,954.77	18.4%
10011000 405307 PUBOFFINS	9,800	0	9,800	9,431.00	.00	369.00	96.2%
10011000 405510 MILEAGE	1,750	0	1,750	.00	.00	1,750.00	.0%
10011000 405530 SUB&LODG	4,500	0	4,500	290.22	.00	4,209.78	6.4%
10011000 405540 CONVEDUC	1,800	0	1,800	.00	.00	1,800.00	.0%
10011000 405810 DUES	7,200	0	7,200	6,488.00	.00	712.00	90.1%
10011000 406001 OFFSUPL	750	0	750	74.50	.00	675.50	9.9%
10011000 406012 BOOKS	1,250	0	1,250	.00	.00	1,250.00	.0%
10011000 406014 OTHEROPER	2,450	0	2,450	243.34	.00	2,206.66	9.9%
TOTAL BOARD OF SUPERVISORS	168,170	18,132	186,302	59,841.96	.00	126,460.04	32.1%

# FY18 1st Quarter Operational Expenditures

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COUNTY OF FLUVANNA  
YEAR-TO-DATE BUDGET REPORT

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FOR 2018 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120 COUNTY ADMINISTRATOR							
10012000 401100 SAL & WAGE	169,179	0	169,179	39,209.29	.00	129,969.71	23.2%
10012000 401300 PT SAL/WAG	1,440	0	1,440	1,734.00	.00	-294.00	120.4%
10012000 401335 TECH STPND	1,200	0	1,200	276.90	.00	923.10	23.1%
10012000 401336 VEH STPND	4,800	0	4,800	1,107.72	.00	3,692.28	23.1%
10012000 402100 FICA	13,511	0	13,511	3,102.97	.00	10,408.03	23.0%
10012000 402210 VRS	14,499	0	14,499	3,624.66	.00	10,874.34	25.0%
10012000 402250 DISABILITY	280	0	280	70.02	.00	209.98	25.0%
10012000 402300 MEDINS	11,700	0	11,700	3,105.94	.00	8,594.06	26.5%
10012000 402400 GRPLIFE	2,216	0	2,216	554.04	.00	1,661.96	25.0%
10012000 402700 WORKCOMP	154	0	154	161.38	.00	-7.38	104.8%
10012000 405210 POSTAL	410	0	410	140.94	.00	269.06	34.4%
10012000 405230 TELECOMM	750	0	750	231.37	.00	518.63	30.8%
10012000 405410 LEASERENT	6,600	0	6,600	1,444.50	.00	5,155.50	21.9%
10012000 405510 MILEAGE	550	0	550	.00	.00	550.00	.0%
10012000 405530 SUB&LODG	1,100	0	1,100	.00	.00	1,100.00	.0%
10012000 405540 CONVEDUC	1,200	0	1,200	265.00	.00	935.00	22.1%
10012000 405810 DUES	1,610	0	1,610	304.26	.00	1,305.74	18.9%
10012000 406001 OFFSUPL	2,500	0	2,500	1,208.61	.00	1,291.39	48.3%
10012000 406012 BOOKS	200	0	200	.00	.00	200.00	.0%
10012000 408102 FURN/FIX	500	0	500	115.89	.00	384.11	23.2%
TOTAL COUNTY ADMINISTRATOR	234,399	0	234,399	56,657.49	.00	177,741.51	24.2%

# FY18 1st Quarter Operational Expenditures

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 COUNTY OF FLUVANNA  
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FOR 2018 03

 ACCOUNTS FOR:  
 100 GENERAL FUND
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

125 COUNTY ATTORNEY

[10012500 403100 PROFSVCS](#)

275,000

0

275,000

45,797.64

.00

229,202.36

16.7%

TOTAL COUNTY ATTORNEY

275,000

0

275,000

45,797.64

.00

229,202.36

16.7%

# FY18 1st Quarter Operational Expenditures

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2018 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
130 COMMISSIONER OF THE REVENUE							
<a href="#">10013000 401100 SAL &amp; WAGE</a>	255,068	0	255,068	58,976.80	.00	196,091.20	23.1%
<a href="#">10013000 402100 FICA</a>	19,513	0	19,513	4,407.96	.00	15,105.04	22.6%
<a href="#">10013000 402210 VRS</a>	21,859	0	21,859	5,334.96	.00	16,524.04	24.4%
<a href="#">10013000 402250 DISABILITY</a>	401	0	401	102.12	.00	298.88	25.5%
<a href="#">10013000 402300 MEDINS</a>	24,360	0	24,360	4,337.22	.00	20,022.78	17.8%
<a href="#">10013000 402400 GRPLIFE</a>	3,341	0	3,341	836.94	.00	2,504.06	25.1%
<a href="#">10013000 402700 WORKCOMP</a>	230	0	230	195.89	.00	34.11	85.2%
<a href="#">10013000 403100 PROFSVCS</a>	18,770	0	18,770	6,584.00	.00	12,186.00	35.1%
<a href="#">10013000 403310 REP/MAINT</a>	600	0	600	.00	.00	600.00	.0%
<a href="#">10013000 403500 PRINTING</a>	2,000	0	2,000	387.00	.00	1,613.00	19.4%
<a href="#">10013000 403600 ADVERT</a>	200	0	200	.00	.00	200.00	.0%
<a href="#">10013000 405210 POSTAL</a>	1,540	0	1,540	.00	.00	1,540.00	.0%
<a href="#">10013000 405230 TELECOMM</a>	1,100	0	1,100	177.85	.00	922.15	16.2%
<a href="#">10013000 405410 LEASERENT</a>	5,530	0	5,530	539.08	.00	4,990.92	9.7%
<a href="#">10013000 405510 MILEAGE</a>	300	0	300	.00	.00	300.00	.0%
<a href="#">10013000 405530 SUB&amp;LODG</a>	1,500	0	1,500	427.53	.00	1,072.47	28.5%
<a href="#">10013000 405540 CONVEDUC</a>	1,800	0	1,800	120.00	.00	1,680.00	6.7%
<a href="#">10013000 405810 DUES</a>	515	0	515	.00	.00	515.00	.0%
<a href="#">10013000 406001 OFFSUPL</a>	2,000	0	2,000	292.66	.00	1,707.34	14.6%
<a href="#">10013000 406008 VEHFUEL</a>	600	0	600	60.05	.00	539.95	10.0%
<a href="#">10013000 406021 ADPSUPL</a>	400	0	400	.00	.00	400.00	.0%
<a href="#">10013000 408102 FURN/FIX</a>	1,500	0	1,500	.00	.00	1,500.00	.0%
<a href="#">10013000 408107 EDPEQUIP</a>	500	0	500	.00	.00	500.00	.0%
TOTAL COMMISSIONER OF THE REVENUE	363,627	0	363,627	82,780.06	.00	280,846.94	22.8%

# FY18 1st Quarter Operational Expenditures

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 COUNTY OF FLUVANNA  
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FOR 2018 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
135 REASSESSMENT							
<u>10013500 401114 BOARDCOMP</u>	4,500	0	2,700	320.00	.00	2,380.00	11.9%
<u>10013500 401300 PT SAL/WAG</u>	2,000	0	3,800	1,501.00	.00	2,299.00	39.5%
<u>10013500 402100 FICA</u>	497	0	497	139.30	.00	357.70	28.0%
<u>10013500 403100 PROFSVCS</u>	44,333	0	44,333	.00	.00	44,333.00	.0%
<u>10013500 403600 ADVERT</u>	600	0	600	.00	.00	600.00	.0%
<u>10013500 405510 MILEAGE</u>	100	0	100	.00	.00	100.00	.0%
<u>10013500 406001 OFFSUPL</u>	100	0	100	.00	.00	100.00	.0%
<u>10013500 408102 FURN/FIX</u>	250	0	250	.00	.00	250.00	.0%
TOTAL REASSESSMENT	52,380	0	52,380	1,960.30	.00	50,419.70	3.7%

# FY18 1st Quarter Operational Expenditures

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
140 TREASURER							
<a href="#">10014000 401100 SAL &amp; WAGE</a>	275,455	0	275,455	61,105.17	.00	214,349.83	22.2%
<a href="#">10014000 402100 FICA</a>	21,072	0	21,072	4,277.16	.00	16,794.84	20.3%
<a href="#">10014000 402210 VRS</a>	23,606	0	23,606	5,526.78	.00	18,079.22	23.4%
<a href="#">10014000 402250 DISABILITY</a>	0	0	0	127.04	.00	-127.04	100.0%
<a href="#">10014000 402300 MEDINS</a>	47,940	0	47,940	11,293.00	.00	36,647.00	23.6%
<a href="#">10014000 402400 GRPLIFE</a>	3,608	0	3,608	867.06	.00	2,740.94	24.0%
<a href="#">10014000 402700 WORKCOMP</a>	248	0	248	220.86	.00	27.14	89.1%
<a href="#">10014000 403100 PROFSVCS</a>	13,000	0	13,000	250.00	.00	12,750.00	1.9%
<a href="#">10014000 403500 PRINTING</a>	12,400	0	12,400	190.00	.00	12,210.00	1.5%
<a href="#">10014000 403600 ADVERT</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10014000 403650 BK FEE CHR</a>	0	0	0	-20.00	.00	20.00	100.0%
<a href="#">10014000 404102 DMV DMVONLN</a>	16,700	0	16,700	.00	.00	16,700.00	.0%
<a href="#">10014000 405210 POSTAL</a>	22,500	0	22,500	9,688.00	.00	12,812.00	43.1%
<a href="#">10014000 405230 TELECOMM</a>	1,300	0	1,300	183.43	.00	1,116.57	14.1%
<a href="#">10014000 405410 LEASERENT</a>	7,920	0	7,920	2,487.83	.00	5,432.17	31.4%
<a href="#">10014000 405530 SUB&amp;LODG</a>	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">10014000 405540 CONVEDUC</a>	1,500	0	1,500	.00	.00	1,500.00	.0%
<a href="#">10014000 405810 DUES</a>	900	0	900	.00	.00	900.00	.0%
<a href="#">10014000 406001 OFFSUPL</a>	4,500	0	4,500	301.48	.00	4,198.52	6.7%
<a href="#">10014000 408102 FURN/FIX</a>	500	0	500	.00	4,618.84	-4,118.84	923.8%
<a href="#">10014000 408107 EDPEQUIP</a>	1,600	0	1,600	.00	.00	1,600.00	.0%
TOTAL TREASURER	456,249	0	456,249	96,497.81	4,618.84	355,132.35	22.2%

# FY18 1st Quarter Operational Expenditures

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2018 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
150 INFORMATION TECHNOLOGY							
<a href="#">10015000 401100 SAL &amp; WAGE</a>	107,231	0	107,231	24,833.81	.00	82,397.19	23.2%
<a href="#">10015000 401310 OT PAY</a>	1,000	0	1,000	63.31	.00	936.69	6.3%
<a href="#">10015000 402100 FICA</a>	8,280	0	8,280	1,847.90	.00	6,432.10	22.3%
<a href="#">10015000 402210 VRS</a>	9,190	0	9,190	2,300.98	.00	6,889.02	25.0%
<a href="#">10015000 402250 DISABILITY</a>	0	0	0	64.86	.00	-64.86	100.0%
<a href="#">10015000 402300 MEDINS</a>	6,120	0	6,120	2,430.00	.00	3,690.00	39.7%
<a href="#">10015000 402400 GRPLIFE</a>	1,405	0	1,405	351.72	.00	1,053.28	25.0%
<a href="#">10015000 402700 WORKCOMP</a>	97	0	97	82.19	.00	14.81	84.7%
<a href="#">10015000 403100 PROFSVCS</a>	9,000	0	9,000	1,435.00	.00	7,565.00	15.9%
<a href="#">10015000 403131 ADPSERV</a>	195,570	0	195,570	42,748.20	.00	152,821.80	21.9%
<a href="#">10015000 405230 TELECOMM</a>	29,850	0	29,850	2,852.27	.00	26,997.73	9.6%
<a href="#">10015000 405410 LEASERENT</a>	250	0	250	125.00	.00	125.00	50.0%
<a href="#">10015000 405510 MILEAGE</a>	200	0	200	.00	.00	200.00	.0%
<a href="#">10015000 405540 CONVEDUC</a>	2,000	0	2,000	.00	.00	2,000.00	.0%
<a href="#">10015000 405810 DUES</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10015000 406001 OFFSUPL</a>	200	0	200	.00	.00	200.00	.0%
<a href="#">10015000 406012 BOOKS</a>	1,000	0	1,000	199.00	.00	801.00	19.9%
<a href="#">10015000 406021 ADPSUPL</a>	9,000	0	9,000	1,383.08	.00	7,616.92	15.4%
<a href="#">10015000 408102 FURN/FIX</a>	1,000	0	1,000	169.67	.00	830.33	17.0%
<a href="#">10015000 408107 EDPEQUIP</a>	31,200	0	31,200	16,659.12	.00	14,540.88	53.4%
TOTAL INFORMATION TECHNOLOGY	413,093	0	413,093	97,546.11	.00	315,546.89	23.6%



# FY18 1st Quarter Operational Expenditures

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 COUNTY OF FLUVANNA  
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FOR 2018 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 FINANCE							
<u>10016000 401100 SAL &amp; WAGE</u>	251,336	0	251,336	59,765.56	.00	191,570.44	23.8%
<u>10016000 402100 FICA</u>	19,227	0	19,227	4,256.78	.00	14,970.22	22.1%
<u>10016000 402210 VRS</u>	21,539	0	21,539	5,548.80	.00	15,990.20	25.8%
<u>10016000 402250 DISABILITY</u>	967	0	967	189.48	.00	777.52	19.6%
<u>10016000 402300 MEDINS</u>	35,700	0	35,700	9,819.00	.00	25,881.00	27.5%
<u>10016000 402400 GRPLIFE</u>	3,293	0	3,293	848.16	.00	2,444.84	25.8%
<u>10016000 402700 WORKCOMP</u>	226	0	226	192.65	.00	33.35	85.2%
<u>10016000 403100 PROFSVCS</u>	2,000	0	2,000	.00	.00	2,000.00	.0%
<u>10016000 403300 CONTRSVC</u>	725	0	725	.00	.00	725.00	.0%
<u>10016000 403305 SURP COST</u>	200	0	200	.00	.00	200.00	.0%
<u>10016000 403500 PRINTING</u>	100	0	100	.00	.00	100.00	.0%
<u>10016000 403600 ADVERT</u>	300	0	300	.00	.00	300.00	.0%
<u>10016000 405210 POSTAL</u>	2,000	0	2,000	572.19	.00	1,427.81	28.6%
<u>10016000 405230 TELECOMM</u>	600	0	600	27.91	.00	572.09	4.7%
<u>10016000 405410 LEASERENT</u>	3,000	0	3,000	338.90	.00	2,661.10	11.3%
<u>10016000 405510 MILEAGE</u>	200	0	200	.00	.00	200.00	.0%
<u>10016000 405530 SUB&amp;LODG</u>	1,800	0	1,800	.00	.00	1,800.00	.0%
<u>10016000 405540 CONVEDUC</u>	2,675	0	2,675	.00	.00	2,675.00	.0%
<u>10016000 405810 DUES</u>	1,020	0	1,020	190.00	.00	830.00	18.6%
<u>10016000 406001 OFFSUPL</u>	2,500	0	2,500	14.75	.00	2,485.25	.6%
<u>10016000 406012 BOOKS</u>	100	0	100	.00	.00	100.00	.0%
<u>10016000 408102 FURN/FIX</u>	300	0	300	.00	.00	300.00	.0%
TOTAL FINANCE	349,808	0	349,808	81,764.18	.00	268,043.82	23.4%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
170 REGISTRAR/ELECTORAL BOARD							
<a href="#">10017000 401100 SAL &amp; WAGE</a>	56,724	0	56,724	13,289.96	.00	43,434.04	23.4%
<a href="#">10017000 401114 BOARDCOMP</a>	8,424	0	8,424	1,969.70	.00	6,454.30	23.4%
<a href="#">10017000 401300 PT SAL/WAG</a>	39,564	0	39,564	7,433.66	.00	32,130.34	18.8%
<a href="#">10017000 402100 FICA</a>	8,010	0	8,010	1,706.68	.00	6,303.32	21.3%
<a href="#">10017000 402210 VRS</a>	7,357	0	7,357	1,706.34	.00	5,650.66	23.2%
<a href="#">10017000 402250 DISABILITY</a>	127	0	127	35.94	.00	91.06	28.3%
<a href="#">10017000 402300 MEDINS</a>	12,240	0	12,240	2,928.00	.00	9,312.00	23.9%
<a href="#">10017000 402400 GRPLIFE</a>	1,125	0	1,125	265.56	.00	859.44	23.6%
<a href="#">10017000 402700 WORKCOMP</a>	87	0	87	56.58	.00	30.42	65.0%
<a href="#">10017000 403300 CONTRSVC</a>	56,394	0	56,394	5,310.55	.00	51,083.45	9.4%
<a href="#">10017000 403600 ADVERT</a>	300	0	300	.00	.00	300.00	.0%
<a href="#">10017000 405210 POSTAL</a>	2,000	0	2,000	6.59	.00	1,993.41	.3%
<a href="#">10017000 405230 TELECOMM</a>	1,240	0	1,240	410.77	.00	829.23	33.1%
<a href="#">10017000 405410 LEASERENT</a>	2,580	0	2,580	2,098.36	.00	481.64	81.3%
<a href="#">10017000 405510 MILEAGE</a>	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">10017000 405530 SUB&amp;LODG</a>	2,400	0	2,400	.00	.00	2,400.00	.0%
<a href="#">10017000 405540 CONVEDUC</a>	2,500	0	2,500	596.45	.00	1,903.55	23.9%
<a href="#">10017000 405810 DUES</a>	455	0	455	.00	.00	455.00	.0%
<a href="#">10017000 406001 OFFSUPL</a>	3,800	0	3,800	268.41	.00	3,531.59	7.1%
<a href="#">10017000 408101 MACHEQUIP</a>	8,000	0	8,000	.00	.00	8,000.00	.0%
TOTAL REGISTRAR/ELECTORAL BOARD	214,327	0	214,327	38,083.55	.00	176,243.45	17.8%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
180 HUMAN RESOURCES							
<hr/>							
<a href="#">10018000 401100 SAL &amp; WAGE</a>	62,166	0	62,166	14,345.94	.00	47,820.06	23.1%
<a href="#">10018000 402100 FICA</a>	4,756	0	4,756	1,084.48	.00	3,671.52	22.8%
<a href="#">10018000 402210 VRS</a>	5,328	0	5,328	1,331.94	.00	3,996.06	25.0%
<a href="#">10018000 402300 MEDINS</a>	6,540	0	6,540	1,448.22	.00	5,091.78	22.1%
<a href="#">10018000 402400 GRPLIFE</a>	814	0	814	203.58	.00	610.42	25.0%
<a href="#">10018000 402700 WORKCOMP</a>	56	0	56	47.65	.00	8.35	85.1%
<a href="#">10018000 403100 PROFSVCS</a>	19,500	0	22,500	3,609.00	.00	18,891.00	16.0%
<a href="#">10018000 405230 TELECOMM</a>	300	0	300	5.59	.00	294.41	1.9%
<a href="#">10018000 405350 RECRUIT</a>	2,310	0	2,310	272.85	.00	2,037.15	11.8%
<a href="#">10018000 405360 EMP RECOGN</a>	7,000	0	7,000	.00	.00	7,000.00	.0%
<a href="#">10018000 405410 LEASERENT</a>	550	0	550	89.60	.00	460.40	16.3%
<a href="#">10018000 405510 MILEAGE</a>	100	0	100	.00	.00	100.00	.0%
<a href="#">10018000 405530 SUB&amp;LODG</a>	450	0	450	.00	.00	450.00	.0%
<a href="#">10018000 405540 CONVEDUC</a>	500	0	500	40.00	.00	460.00	8.0%
<a href="#">10018000 405810 DUES</a>	410	0	410	270.00	.00	140.00	65.9%
<a href="#">10018000 406001 OFFSUPL</a>	500	0	500	83.92	.00	416.08	16.8%
<a href="#">10018000 406012 BOOKS</a>	130	0	130	.00	.00	130.00	.0%
TOTAL HUMAN RESOURCES	111,410	0	114,410	22,832.77	.00	91,577.23	20.0%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
210 GENERAL DISTRICT COURT							
<hr/>							
<a href="#">10021000 403320 MAINTCONT</a>	3,195	0	3,195	417.99	.00	2,777.01	13.1%
<a href="#">10021000 405230 TELECOMM</a>	4,000	0	4,000	462.38	.00	3,537.62	11.6%
<a href="#">10021000 405410 LEASERENT</a>	112	0	112	30.00	.00	82.00	26.8%
<a href="#">10021000 405510 MILEAGE</a>	150	0	150	.00	.00	150.00	.0%
<a href="#">10021000 405540 CONVEDUC</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10021000 405810 DUES</a>	75	0	75	.00	.00	75.00	.0%
<a href="#">10021000 406001 OFFSUPL</a>	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL GENERAL DISTRICT COURT	9,532	0	9,532	910.37	.00	8,621.63	9.6%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
220 COURT SERVICE UNIT							
<a href="#">10022000 405210 POSTAL</a>	210	0	210	.00	.00	210.00	.0%
<a href="#">10022000 405230 TELECOMM</a>	800	0	800	22.33	.00	777.67	2.8%
<a href="#">10022000 405410 LEASERENT</a>	250	0	250	39.94	.00	210.06	16.0%
<a href="#">10022000 405510 MILEAGE</a>	600	0	600	119.70	.00	480.30	20.0%
<a href="#">10022000 405540 CONVEDUC</a>	300	0	300	20.00	.00	280.00	6.7%
<a href="#">10022000 406001 OFFSUPL</a>	700	0	700	93.95	.00	606.05	13.4%
TOTAL COURT SERVICE UNIT	2,860	0	2,860	295.92	.00	2,564.08	10.3%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
230 CLERK OF THE CIRCUIT COURT							
10023000 401100 SAL & WAGE	390,310	0	390,310	90,123.19	.00	300,186.81	23.1%
10023000 401310 OT PAY	2,000	0	2,000	166.53	.00	1,833.47	8.3%
10023000 402100 FICA	30,012	0	30,012	6,370.11	.00	23,641.89	21.2%
10023000 402210 VRS	33,450	0	33,450	8,147.64	.00	25,302.36	24.4%
10023000 402250 DISABILITY	1,093	0	1,093	278.64	.00	814.36	25.5%
10023000 402300 MEDINS	69,780	0	69,780	15,694.98	.00	54,085.02	22.5%
10023000 402400 GRPLIFE	5,113	0	5,113	1,278.24	.00	3,834.76	25.0%
10023000 402700 WORKCOMP	351	0	351	299.17	.00	51.83	85.2%
10023000 403100 PROFSVCS	38,300	-1,405	43,895	7,625.01	.00	36,269.99	17.4%
10023000 403140 TTFND TECHTRUST	7,500	0	7,500	.00	.00	7,500.00	.0%
10023000 403150 RECPR RECDPRS	20,000	0	20,000	2,536.00	.00	17,464.00	12.7%
10023000 403300 CONTRSVC	1,500	0	1,500	127.50	.00	1,372.50	8.5%
10023000 403310 REP/MAINT	500	0	500	.00	.00	500.00	.0%
10023000 403320 MAINTCONT	1,400	0	1,400	.00	.00	1,400.00	.0%
10023000 403500 PRINTING	3,000	0	3,000	70.00	.00	2,930.00	2.3%
10023000 405210 POSTAL	5,000	0	5,000	.00	.00	5,000.00	.0%
10023000 405230 TELECOMM	1,500	0	1,500	44.64	.00	1,455.36	3.0%
10023000 405410 LEASERENT	3,500	0	3,500	695.66	.00	2,804.34	19.9%
10023000 405510 MILEAGE	750	0	750	375.59	.00	374.41	50.1%
10023000 405540 CONVEDUC	1,000	1,405	2,405	1,125.67	.00	1,279.33	46.8%
10023000 405810 DUES	500	0	500	.00	.00	500.00	.0%
10023000 406001 OFFSUPL	7,000	0	7,000	1,172.46	.00	5,827.54	16.7%
10023000 406012 BOOKS	300	0	300	.00	.00	300.00	.0%
10023000 408102 FURN/FIX	1,000	0	20,000	.00	.00	20,000.00	.0%
10023000 408107 EDPEQUIP	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL CLERK OF THE CIRCUIT COURT	627,359	0	653,359	136,131.03	.00	517,227.97	20.8%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
235 CIRCUIT COURT JUDGE							
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<a href="#">10023500 401115 JURORWITNS</a>	10,800	0	10,800	1,230.00	.00	9,570.00	11.4%
<a href="#">10023500 401116 JURYCOMMIS</a>	180	0	180	.00	.00	180.00	.0%
<a href="#">10023500 401117 CIVILJUROR</a>	4,500	0	4,500	.00	.00	4,500.00	.0%
<a href="#">10023500 401118 GRNDJUROR</a>	1,260	0	1,260	210.00	.00	1,050.00	16.7%
<a href="#">10023500 401119 WITNESSFEE</a>	1,500	0	1,500	.00	.00	1,500.00	.0%
<a href="#">10023500 401120 CAATTYFEES</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10023500 403100 PROFSVCS</a>	21,000	0	21,000	.00	.00	21,000.00	.0%
<a href="#">10023500 405230 TELECOMM</a>	450	0	450	16.75	.00	433.25	3.7%
<a href="#">10023500 405810 DUES</a>	150	0	150	.00	.00	150.00	.0%
<a href="#">10023500 406001 OFFSUPL</a>	750	0	750	33.26	.00	716.74	4.4%
<a href="#">10023500 408102 FURN/FIX</a>	2,500	0	11,500	.00	.00	11,500.00	.0%
<a href="#">10023500 408107 EDPEQUIP</a>	2,500	0	2,500	550.00	.00	1,950.00	22.0%
TOTAL CIRCUIT COURT JUDGE	46,090	0	55,090	2,040.01	.00	53,049.99	3.7%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
240 COMMONWEALTHS ATTORNEY							
10024000 401100 SAL & WAGE	304,232	333	304,565	68,927.26	.00	235,637.74	22.6%
10024000 401100 VICWT SAL & WAGE	49,115	0	49,115	11,334.28	.00	37,780.72	23.1%
10024000 401300 PT SAL/WAG	0	667	667	666.66	.00	.34	99.9%
10024000 402100 FICA	23,274	77	23,351	4,817.73	.00	18,533.27	20.6%
10024000 402100 VICWT FICA	3,757	0	3,757	835.80	.00	2,921.20	22.2%
10024000 402210 VRS	26,073	0	26,073	6,805.54	.00	19,267.46	26.1%
10024000 402210 VICWT VRS	4,209	0	4,209	1,025.28	.00	3,183.72	24.4%
10024000 402250 DISABILITY	0	0	0	176.97	.00	-176.97	100.0%
10024000 402300 MEDINS	42,840	0	42,840	10,968.00	.00	31,872.00	25.6%
10024000 402300 VICWT MEDINS	6,120	0	6,120	1,464.00	.00	4,656.00	23.9%
10024000 402400 GRPLIFE	3,985	0	3,985	1,067.70	.00	2,917.30	26.8%
10024000 402400 VICWT GRPLIFE	643	0	643	160.86	.00	482.14	25.0%
10024000 402700 WORKCOMP	318	0	318	270.84	.00	47.16	85.2%
10024000 403320 MAINTCONT	6,075	0	6,075	3,466.88	.00	2,608.12	57.1%
10024000 405210 POSTAL	900	0	900	123.20	.00	776.80	13.7%
10024000 405230 TELECOMM	1,700	0	1,700	177.85	.00	1,522.15	10.5%
10024000 405410 LEASERENT	936	0	936	67.90	.00	868.10	7.3%
10024000 405540 CONVEDUC	5,404	0	5,404	2,692.71	.00	2,711.29	49.8%
10024000 405810 DUES	1,410	0	1,410	275.00	.00	1,135.00	19.5%
10024000 406001 OFFSUPL	4,000	0	4,000	1,098.74	.00	2,901.26	27.5%
10024000 406012 BOOKS	4,124	0	4,124	398.02	.00	3,725.98	9.7%
10024000 406014 VICWT OTHEROPER	0	0	0	629.13	.00	-629.13	100.0%
10024000 408102 FURN/FIX	1,500	0	1,500	.00	.00	1,500.00	.0%
10024000 408107 EDPEQUIP	250	0	250	.00	.00	250.00	.0%
TOTAL COMMONWEALTHS ATTORNEY	490,865	1,077	491,942	117,450.35	.00	374,491.65	23.9%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
310 SHERIFF							
10031000 401100 SAL & WAGE	1,650,785	5,170	1,647,741	367,474.02	.00	1,280,266.79	22.3%
10031000 401300 PT SAL/WAG	46,786	0	46,786	10,340.58	.00	36,445.42	22.1%
10031000 401310 OT PAY	50,000	0	57,000	11,661.52	.00	45,338.48	20.5%
10031000 401320 HOLDISCPAY	44,000	0	57,000	10,611.01	.00	46,388.99	18.6%
10031000 401325 CNTRCTWAGE	30,000	0	30,000	2,730.00	.00	27,270.00	9.1%
10031000 402100 FICA	138,891	0	138,891	28,937.20	.00	109,953.80	20.8%
10031000 402210 VRS	140,958	0	140,958	32,867.44	.00	108,090.56	23.3%
10031000 402300 MEDINS	250,980	0	250,980	61,945.53	.00	189,034.47	24.7%
10031000 402400 GRPLIFE	21,547	0	21,547	5,151.69	.00	16,395.31	23.9%
10031000 402700 WORKCOMP	39,554	0	39,554	34,420.16	.00	5,133.84	87.0%
10031000 402750 LINEOFDUTY	11,750	0	11,750	8,768.94	.00	2,981.06	74.6%
10031000 402810 CLOTHING	2,800	0	2,800	.00	.00	2,800.00	.0%
10031000 403100 PROFSVCS	1,496	0	1,496	80.00	.00	1,416.00	5.3%
10031000 403164 COMM EDUC	5,000	0	5,000	836.00	.00	4,164.00	16.7%
10031000 403190 INVSGV SVC	2,238	0	5,212	150.00	.00	5,062.00	2.9%
10031000 403300 CONTRSVC	5,325	0	5,325	1,662.50	.00	3,662.50	31.2%
10031000 403310 REP/MAINT	3,200	0	3,200	.00	.00	3,200.00	.0%
10031000 403315 VEH REP/MN	30,000	0	30,000	4,685.61	.00	25,314.39	15.6%
10031000 403320 MAINTCONT	18,700	0	18,700	7,688.43	.00	11,011.57	41.1%
10031000 403600 ADVERT	1,000	0	1,000	87.00	.00	913.00	8.7%
10031000 405210 POSTAL	2,200	0	2,200	520.99	.00	1,679.01	23.7%
10031000 405230 TELECOMM	43,061	0	43,061	9,398.87	.00	33,662.13	21.8%
10031000 405305 VEHICLEINS	21,000	0	21,000	21,973.50	.00	-973.50	104.6%
10031000 405310 V ACC&SIC	1,000	0	1,000	1,000.00	.00	.00	100.0%
10031000 405410 LEASERENT	4,615	0	4,615	1,432.62	.00	3,182.38	31.0%
10031000 405530 SUB&LODG	7,000	0	9,137	3,933.25	.00	5,203.75	43.0%
10031000 405540 CONVEDUC	40,000	0	40,000	32,263.20	.00	7,736.80	80.7%
10031000 405550 EXTRADITON	1,000	0	1,000	.00	.00	1,000.00	.0%
10031000 405810 DUES	2,200	0	2,200	45.00	.00	2,155.00	2.0%
10031000 406001 OFFSUPL	8,500	0	12,607	354.77	.00	12,252.32	2.8%
10031000 406002 FOODSUPL	500	0	500	-72.18	.00	572.18	-14.4%
10031000 406008 VEHFUEL	60,000	0	60,000	10,898.92	.00	49,101.08	18.2%
10031000 406009 VEHSUPL	24,303	0	37,533	1,086.15	.00	36,446.85	2.9%
10031000 406010 POLICESUPL	31,433	1,340	36,880	2,218.90	.00	34,661.20	6.0%
10031000 406011 UNIFORMS	16,300	0	16,300	2,217.73	.00	14,082.27	13.6%
10031000 406011 BPVST UNIFORMS	5,500	0	5,500	2,771.34	.00	2,728.66	50.4%
10031000 406014 OTHEROPER	3,500	0	3,500	.00	.00	3,500.00	.0%
10031000 406014 16VOL OTHEROPER	1,500	0	1,500	302.26	.00	1,197.74	20.2%
10031000 408101 MACHEQUIP	2,500	0	2,500	.00	.00	2,500.00	.0%
10031000 408102 FURN/FIX	1,500	0	1,500	.00	.00	1,500.00	.0%

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 ACCOUNTS FOR:  
 100 GENERAL FUND

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10031000 408103 COMMEQUIP</u>	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL SHERIFF	2,774,622	6,510	2,819,473	680,442.95	.00	2,139,030.05	24.1%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
320 E911							
<a href="#">10032000 401100 SAL &amp; WAGE</a>	539,309	0	539,309	123,308.12	.00	416,000.88	22.9%
<a href="#">10032000 401300 PT SAL/WAG</a>	18,688	0	18,688	2,317.25	.00	16,370.75	12.4%
<a href="#">10032000 401310 OT PAY</a>	23,167	0	38,167	7,154.02	.00	31,012.98	18.7%
<a href="#">10032000 401320 HOLDISCPAY</a>	20,851	0	30,851	6,856.34	.00	23,994.66	22.2%
<a href="#">10032000 402100 FICA</a>	46,054	0	46,054	10,094.59	.00	35,959.41	21.9%
<a href="#">10032000 402210 VRS</a>	46,219	0	46,219	10,739.82	.00	35,479.18	23.2%
<a href="#">10032000 402250 DISABILITY</a>	1,011	0	1,011	338.12	.00	672.88	33.4%
<a href="#">10032000 402300 MEDINS</a>	84,180	0	84,180	26,085.70	.00	58,094.30	31.0%
<a href="#">10032000 402400 GRPLIFE</a>	7,065	0	7,065	1,685.02	.00	5,379.98	23.9%
<a href="#">10032000 402700 WORKCOMP</a>	502	0	502	435.05	.00	66.95	86.7%
<a href="#">10032000 403125 IT SERVICE</a>	64,000	0	64,000	4,250.00	.00	59,750.00	6.6%
<a href="#">10032000 403161 E911 SIGNS</a>	16,006	0	16,006	1,241.20	.00	14,764.80	7.8%
<a href="#">10032000 403310 REP/MAINT</a>	21,081	0	21,081	230.38	.00	20,850.62	1.1%
<a href="#">10032000 403320 E911O MAINTCONT</a>	69,794	0	69,794	19,381.66	.00	50,412.34	27.8%
<a href="#">10032000 405230 TELECOMM</a>	70,000	0	70,000	8,605.98	.00	61,394.02	12.3%
<a href="#">10032000 405410 LEASERENT</a>	1,320	0	1,320	155.46	.00	1,164.54	11.8%
<a href="#">10032000 405510 MILEAGE</a>	300	0	300	.00	.00	300.00	.0%
<a href="#">10032000 405530 SUB&amp;LODG</a>	2,000	0	2,000	26.69	.00	1,973.31	1.3%
<a href="#">10032000 405540 CONVEDUC</a>	2,000	0	2,000	.00	.00	2,000.00	.0%
<a href="#">10032000 405540 12WEP CONVEDUC</a>	0	2,000	2,000	250.00	.00	1,750.00	12.5%
<a href="#">10032000 405810 DUES</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10032000 406001 OFFSUPL</a>	2,000	0	2,000	.62	.00	1,999.38	.0%
<a href="#">10032000 406011 UNIFORMS</a>	1,200	0	1,200	.00	.00	1,200.00	.0%
<a href="#">10032000 408107 EDPEQUIP</a>	3,600	0	3,600	.00	.00	3,600.00	.0%
TOTAL E911	1,040,847	2,000	1,067,847	223,156.02	.00	844,690.98	20.9%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
325 FIRE AND RESCUE SQUAD							
<hr/>							
<a href="#">10032500 402750 LINEOFDUTY</a>	13,000	0	13,000	13,577.04	.00	-577.04	104.4%
<a href="#">10032500 405305 VEHICLEINS</a>	52,000	0	52,000	26,688.70	.00	25,311.30	51.3%
<a href="#">10032500 405308 GENLIAB</a>	29,500	0	29,500	12,807.00	.00	16,693.00	43.4%
<a href="#">10032500 405310 V ACC&amp;SIC</a>	14,000	0	14,000	12,885.00	.00	1,115.00	92.0%
<a href="#">10032500 405311 FR WCOMP</a>	52,000	0	52,000	42,990.00	.00	9,010.00	82.7%
<a href="#">10032500 405540 CONVEDUC</a>	30,000	0	30,000	2,238.65	.00	27,761.35	7.5%
<a href="#">10032500 405623 SCVILLFIRE</a>	10,000	0	10,000	10,000.00	.00	.00	100.0%
<a href="#">10032500 405624 SCVILLRESQ</a>	15,000	0	15,000	15,000.00	.00	.00	100.0%
<a href="#">10032500 405625 F&amp;R OPER</a>	508,500	0	528,500	143,463.75	.00	385,036.25	27.1%
<a href="#">10032500 405626 F&amp;R CAP</a>	547,000	0	547,000	15,900.00	.00	531,100.00	2.9%
<a href="#">10032500 405627 STFIRE STATEFIRE</a>	85,000	0	85,000	.00	.00	85,000.00	.0%
<a href="#">10032500 405628 24LFE 2 FOR LIFE</a>	26,000	0	26,000	.00	.00	26,000.00	.0%
TOTAL FIRE AND RESCUE SQUAD	1,382,000	0	1,402,000	295,550.14	.00	1,106,449.86	21.1%

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 ACCOUNTS FOR:  
 100 GENERAL FUND
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

330 FOREST WARDEN

[10033000 405660 FIRESUPPR](#)

9,012

0

9,012

9,011.97

.00

.03 100.0%

TOTAL FOREST WARDEN

9,012

0

9,012

9,011.97

.00

.03 100.0%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
335 CORRECTION AND DETENTION							
<u>10033500 401114 BOARDCOMP</u>	2,040	0	2,040	425.00	.00	1,615.00	20.8%
<u>10033500 402100 FICA</u>	156	0	156	31.19	.00	124.81	20.0%
<u>10033500 403840 CONFIN</u>	170,614	0	170,614	56,779.68	.00	113,834.32	33.3%
<u>10033500 406002 FOODSUPL</u>	250	0	250	7.17	.00	242.83	2.9%
<u>10033500 407004 CVRJCP</u>	1,288,121	0	1,288,121	647,096.00	.00	641,025.00	50.2%
TOTAL CORRECTION AND DETENTION	1,461,181	0	1,461,181	704,339.04	.00	756,841.96	48.2%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
340 BUILDING INSPECTIONS							
<a href="#">10034000 401100 SAL &amp; WAGE</a>	137,700	0	137,700	32,238.43	.00	105,461.57	23.4%
<a href="#">10034000 402100 FICA</a>	10,534	0	10,534	2,221.71	.00	8,312.29	21.1%
<a href="#">10034000 402210 VRS</a>	11,801	0	11,801	2,993.16	.00	8,807.84	25.4%
<a href="#">10034000 402250 DISABILITY</a>	605	0	605	68.16	.00	536.84	11.3%
<a href="#">10034000 402300 MEDINS</a>	25,140	0	25,140	7,275.00	.00	17,865.00	28.9%
<a href="#">10034000 402400 GRPLIFE</a>	1,804	0	1,804	457.58	.00	1,346.42	25.4%
<a href="#">10034000 402700 WORKCOMP</a>	2,881	0	2,881	2,467.26	.00	413.74	85.6%
<a href="#">10034000 403100 PROFSVCS</a>	650	0	650	.00	.00	650.00	.0%
<a href="#">10034000 403300 CONTRSVC</a>	1,000	0	1,000	1,000.00	.00	.00	100.0%
<a href="#">10034000 405210 POSTAL</a>	400	0	400	37.49	.00	362.51	9.4%
<a href="#">10034000 405230 TELECOMM</a>	1,700	0	1,700	316.63	.00	1,383.37	18.6%
<a href="#">10034000 405540 CONVEDUC</a>	750	0	750	199.00	.00	551.00	26.5%
<a href="#">10034000 405810 DUES</a>	175	0	175	.00	.00	175.00	.0%
<a href="#">10034000 405997 SURCHG</a>	3,250	0	3,250	1,206.52	.00	2,043.48	37.1%
<a href="#">10034000 406001 OFFSUPL</a>	1,500	0	1,500	17.62	.00	1,482.38	1.2%
<a href="#">10034000 406008 VEHFUEL</a>	2,700	0	2,700	120.18	.00	2,579.82	4.5%
<a href="#">10034000 406011 UNIFORMS</a>	1,010	0	1,010	.00	.00	1,010.00	.0%
<a href="#">10034000 406012 BOOKS</a>	1,500	0	1,500	20.05	.00	1,479.95	1.3%
<a href="#">10034000 408102 FURN/FIX</a>	250	0	250	.00	.00	250.00	.0%
TOTAL BUILDING INSPECTIONS	205,350	0	205,350	50,638.79	.00	154,711.21	24.7%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
345 EMERGENCY MANAGEMENT							
<a href="#">10034500 401100 SAL &amp; WAGE</a>	56,560	2,500	59,060	13,164.72	.00	45,895.28	22.3%
<a href="#">10034500 402100 FICA</a>	4,327	191	4,518	1,000.36	.00	3,517.64	22.1%
<a href="#">10034500 402210 VRS</a>	4,847	214	5,061	1,211.76	.00	3,849.24	23.9%
<a href="#">10034500 402300 MEDINS</a>	6,540	0	6,540	1,352.70	.00	5,187.30	20.7%
<a href="#">10034500 402400 GRPLIFE</a>	741	33	774	185.22	.00	588.78	23.9%
<a href="#">10034500 402700 WORKCOMP</a>	51	0	51	43.35	.00	7.65	85.0%
<a href="#">10034500 403100 PROFSVCS</a>	160,709	0	160,709	.00	.00	160,709.00	.0%
<a href="#">10034500 403300 CONTRSVC</a>	600,000	0	600,000	100,004.73	.00	499,995.27	16.7%
<a href="#">10034500 403300 CSTRC CONTRSVC</a>	28,800	0	28,800	677.85	.00	28,122.15	2.4%
<a href="#">10034500 403500 PRINTING</a>	300	0	300	.00	.00	300.00	.0%
<a href="#">10034500 403600 ADVERT</a>	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">10034500 405210 POSTAL</a>	50	0	50	8.07	.00	41.93	16.1%
<a href="#">10034500 405230 TELECOMM</a>	720	0	720	185.53	.00	534.47	25.8%
<a href="#">10034500 405510 MILEAGE</a>	50	0	50	.00	.00	50.00	.0%
<a href="#">10034500 405530 SUB&amp;LODG</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10034500 405540 CONVEDUC</a>	4,000	0	4,000	.00	.00	4,000.00	.0%
<a href="#">10034500 405810 DUES</a>	200	0	200	.00	.00	200.00	.0%
<a href="#">10034500 406001 OFFSUPL</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10034500 406008 VEHFUEL</a>	1,000	0	1,000	229.11	.00	770.89	22.9%
<a href="#">10034500 406012 BOOKS</a>	100	0	100	.00	.00	100.00	.0%
<a href="#">10034500 406020 EMERSUPP</a>	500	0	500	.00	.00	500.00	.0%
TOTAL EMERGENCY MANAGEMENT	871,495	2,938	874,433	118,063.40	.00	756,369.60	13.5%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
350 ANIMAL CONTROL							
<a href="#">10035000 401100 SAL &amp; WAGE</a>	79,511	0	79,511	18,933.78	.00	60,577.22	23.8%
<a href="#">10035000 401310 OT PAY</a>	2,500	0	2,500	221.24	.00	2,278.76	8.8%
<a href="#">10035000 401320 HOLDISCPAY</a>	0	0	6,000	671.90	.00	5,328.10	11.2%
<a href="#">10035000 402100 FICA</a>	6,274	0	6,274	1,378.51	.00	4,895.49	22.0%
<a href="#">10035000 402210 VRS</a>	6,814	0	6,814	1,721.86	.00	5,092.14	25.3%
<a href="#">10035000 402300 MEDINS</a>	17,820	0	17,820	4,758.24	.00	13,061.76	26.7%
<a href="#">10035000 402400 GRPLIFE</a>	1,042	0	1,042	270.14	.00	771.86	25.9%
<a href="#">10035000 402700 WORKCOMP</a>	1,018	0	1,018	893.69	.00	124.31	87.8%
<a href="#">10035000 402750 LINEOFDUTY</a>	710	0	710	515.82	.00	194.18	72.7%
<a href="#">10035000 403100 PROFSVCS</a>	500	0	1,640	456.10	.00	1,183.90	27.8%
<a href="#">10035000 403300 CONTRSVC</a>	154,750	0	154,750	38,536.50	.00	116,213.50	24.9%
<a href="#">10035000 403315 VEH REP/MN</a>	4,800	0	4,800	.00	.00	4,800.00	.0%
<a href="#">10035000 405230 TELECOMM</a>	2,225	0	2,225	539.94	.00	1,685.06	24.3%
<a href="#">10035000 405305 VEHICLEINS</a>	1,000	0	1,000	976.60	.00	23.40	97.7%
<a href="#">10035000 405530 SUB&amp;LODG</a>	1,000	0	1,000	316.86	.00	683.14	31.7%
<a href="#">10035000 405540 CONVEDUC</a>	1,250	0	1,250	660.00	.00	590.00	52.8%
<a href="#">10035000 405825 S&amp;N TAX</a>	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">10035000 406001 OFFSUPL</a>	500	0	500	9.13	.00	490.87	1.8%
<a href="#">10035000 406003 AGRICSUPL</a>	400	0	400	.00	.00	400.00	.0%
<a href="#">10035000 406008 VEHFUEL</a>	5,750	0	5,750	1,151.26	.00	4,598.74	20.0%
<a href="#">10035000 406009 VEHSUPL</a>	750	0	750	.00	.00	750.00	.0%
<a href="#">10035000 406011 UNIFORMS</a>	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL ANIMAL CONTROL	291,114	0	298,254	72,011.57	.00	226,242.43	24.1%

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 ACCOUNTS FOR:  
 100 GENERAL FUND

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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410 LITTER

[10041000 403100 ALIED PROFSVCS](#)  
[10041000 406014 OTHEROPER](#)

18,300	0	18,300	.00	.00	18,300.00	.0%
4,969	0	4,969	.00	.00	4,969.00	.0%
23,269	0	23,269	.00	.00	23,269.00	.0%

TOTAL LITTER

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
415 FACILITIES							
10041500 401100 SAL & WAGE	345,743	0	345,743	64,413.73	.00	281,329.27	18.6%
10041500 401310 OT PAY	8,000	0	8,000	6,776.59	.00	1,223.41	84.7%
10041500 402100 FICA	27,055	0	27,055	5,228.45	.00	21,826.55	19.3%
10041500 402210 VRS	29,624	0	29,624	5,306.71	.00	24,317.29	17.9%
10041500 402250 DISABILITY	540	0	540	85.37	.00	454.63	15.8%
10041500 402300 MEDINS	78,780	0	78,780	13,375.77	.00	65,404.23	17.0%
10041500 402400 GRPLIFE	4,528	0	4,528	811.22	.00	3,716.78	17.9%
10041500 402700 WORKCOMP	6,775	0	6,775	4,799.97	.00	1,975.03	70.8%
10041500 403300 CONTRSVC	48,500	0	48,500	7,718.68	.00	40,781.32	15.9%
10041500 403310 REP/MAINT	178,000	-4,073	173,927	46,292.22	3,505.00	124,129.78	28.6%
10041500 403315 VEH REP/MN	23,300	0	23,300	5,137.98	.00	18,162.02	22.1%
10041500 403600 ADVERT	350	0	350	.00	.00	350.00	.0%
10041500 403700 LAUNDRY	6,500	0	6,500	2,533.87	.00	3,966.13	39.0%
10041500 405210 POSTAL	350	0	350	115.56	.00	234.44	33.0%
10041500 405230 TELECOMM	6,000	0	6,000	2,526.29	.00	3,473.71	42.1%
10041500 405305 VEHICLEINS	16,000	0	16,000	12,705.30	.00	3,294.70	79.4%
10041500 405410 LEASERENT	1,500	0	1,500	.00	.00	1,500.00	.0%
10041500 405510 MILEAGE	250	0	250	318.86	.00	-68.86	127.5%
10041500 405530 SUB&LODG	2,000	0	2,000	1,271.51	.00	728.49	63.6%
10041500 405540 CONVEDUC	5,000	0	5,000	50.49	.00	4,949.51	1.0%
10041500 405810 DUES	1,000	0	1,000	.00	.00	1,000.00	.0%
10041500 406001 OFFSUPL	1,500	0	1,500	208.40	.00	1,291.60	13.9%
10041500 406003 AGRICSUPL	20,000	0	20,000	680.45	.00	19,319.55	3.4%
10041500 406004 GENLSUPL	27,000	0	27,000	9,029.61	.00	17,970.39	33.4%
10041500 406005 JANITSUPL	18,000	0	18,000	5,176.84	.00	12,823.16	28.8%
10041500 406008 VEHFUEL	20,000	0	20,000	2,897.50	.00	17,102.50	14.5%
10041500 406009 VEHSUPL	5,000	0	5,000	1,919.59	.00	3,080.41	38.4%
10041500 408101 MACHEQUIP	20,350	0	20,350	.00	.00	20,350.00	.0%
10041500 408103 COMMEQUIP	750	0	750	.00	.00	750.00	.0%
10041500 408109 BUILDING	0	11,520	11,520	.00	.00	11,520.00	.0%
TOTAL FACILITIES	902,395	7,447	909,842	199,380.96	3,505.00	706,956.04	22.3%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
420 GENERAL SERVICES							
<u>10042000 403320 MAINTCONT</u>	137,200	0	137,200	32,389.95	10,203.29	94,606.76	31.0%
<u>10042000 405110 ELECSVCS</u>	225,000	-21,341	203,659	37,260.33	.00	166,398.67	18.3%
<u>10042000 405120 HEATSVCS</u>	100,000	0	100,000	6,728.29	.00	93,271.71	6.7%
<u>10042000 405130 WATRSVCS</u>	15,000	0	15,000	1,423.43	.00	13,576.57	9.5%
<u>10042000 405135 SEWRSVCS</u>	3,500	0	3,500	361.99	.00	3,138.01	10.3%
<u>10042000 405140 STREETLIT</u>	11,500	0	11,500	1,766.95	.00	9,733.05	15.4%
<u>10042000 405230 TELECOMM</u>	17,000	0	17,000	4,289.14	.00	12,710.86	25.2%
<u>10042000 405304 PROPINS</u>	50,000	0	50,000	48,333.00	.00	1,667.00	96.7%
<u>10042000 405308 GENLIAB</u>	10,000	0	10,000	9,673.00	.00	327.00	96.7%
TOTAL GENERAL SERVICES	569,200	-21,341	547,859	142,226.08	10,203.29	395,429.63	27.8%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
425 PUBLIC WORKS							
<u>10042500 401100 SAL &amp; WAGE</u>	174,199	0	174,199	40,199.68	.00	133,999.32	23.1%
<u>10042500 401310 OT PAY</u>	0	0	0	6.51	.00	-6.51	100.0%
<u>10042500 402100 FICA</u>	13,326	0	13,326	2,789.06	.00	10,536.94	20.9%
<u>10042500 402210 VRS</u>	14,929	0	14,929	3,732.18	.00	11,196.82	25.0%
<u>10042500 402250 DISABILITY</u>	213	0	213	136.74	.00	76.26	64.2%
<u>10042500 402300 MEDINS</u>	32,340	0	32,340	8,353.53	.00	23,986.47	25.8%
<u>10042500 402400 GRPLIFE</u>	2,282	0	2,282	570.48	.00	1,711.52	25.0%
<u>10042500 402700 WORKCOMP</u>	3,692	0	3,692	3,014.83	.00	677.17	81.7%
<u>10042500 403100 PROFSVCS</u>	10,000	0	10,000	.00	.00	10,000.00	.0%
<u>10042500 403182 SFTWREFEE</u>	5,500	0	5,500	1,231.34	.00	4,268.66	22.4%
<u>10042500 405230 TELECOMM</u>	2,000	0	2,000	653.34	.00	1,346.66	32.7%
<u>10042500 405410 LEASERENT</u>	3,000	0	3,000	678.91	.00	2,321.09	22.6%
<u>10042500 405530 SUB&amp;LODG</u>	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>10042500 405540 CONVEDUC</u>	2,500	0	2,500	.00	.00	2,500.00	.0%
<u>10042500 406001 OFFSUPL</u>	2,000	0	2,000	466.21	.00	1,533.79	23.3%
<u>10042500 406008 VEHFUEL</u>	700	0	700	26.44	.00	673.56	3.8%
<u>10042500 408105 VEHICLE</u>	0	0	0	5.00	.00	-5.00	100.0%
TOTAL PUBLIC WORKS	267,681	0	267,681	61,864.25	.00	205,816.75	23.1%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
430 CONVENIENCE CENTER							
10043000 401100 SAL & WAGE	40,968	0	40,968	9,696.54	.00	31,271.46	23.7%
10043000 401300 PT SAL/WAG	17,718	0	17,718	4,634.30	.00	13,083.70	26.2%
10043000 401310 OT PAY	1,500	0	1,500	1,654.61	.00	-154.61	110.3%
10043000 401320 HOLDISCPAY	0	0	0	216.66	.00	-216.66	100.0%
10043000 402100 FICA	4,604	0	4,604	1,236.20	.00	3,367.80	26.9%
10043000 402210 VRS	3,511	0	3,511	877.74	.00	2,633.26	25.0%
10043000 402300 MEDINS	0	0	0	188.36	.00	-188.36	100.0%
10043000 402400 GRPLIFE	537	0	537	134.16	.00	402.84	25.0%
10043000 402700 WORKCOMP	2,917	0	2,917	2,094.47	.00	822.53	71.8%
10043000 403100 PROFSVCS	30,000	0	30,000	.00	.00	30,000.00	.0%
10043000 403170 PERMITFEE	1,200	0	1,200	1,097.00	.00	103.00	91.4%
10043000 403300 CONTRSVC	54,500	0	54,500	12,924.16	.00	41,575.84	23.7%
10043000 403310 REP/MAINT	20,500	0	20,500	2,528.87	.00	17,971.13	12.3%
10043000 405230 TELECOMM	1,250	0	1,250	473.44	.00	776.56	37.9%
10043000 405410 LEASERENT	800	0	800	120.00	.00	680.00	15.0%
10043000 406001 OFFSUPL	550	0	550	53.48	.00	496.52	9.7%
10043000 406008 VEHFUEL	500	0	500	290.67	.00	209.33	58.1%
10043000 406009 VEHSUPL	750	0	750	.00	.00	750.00	.0%
TOTAL CONVENIENCE CENTER	181,805	0	181,805	38,220.66	.00	143,584.34	21.0%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
485 JAMES RIVER WATER AUTHORITY							
<u>10048500 407006 JRWAOPS</u>	0	19,062	19,062	.00	.00	19,062.00	.0%
<u>10048500 407007 JRWADEBT</u>	0	234,663	234,663	149,945.64	.00	84,717.36	63.9%
TOTAL JAMES RIVER WATER AUTHORITY	0	253,725	253,725	149,945.64	.00	103,779.36	59.1%



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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
510 HEALTH							
<a href="#">10051000 403300 CONTRSVC</a>	269,790	0	269,790	67,447.50	.00	202,342.50	25.0%
<a href="#">10051000 405230 TELECOMM</a>	0	0	0	-333.67	.00	333.67	100.0%
TOTAL HEALTH	269,790	0	269,790	67,113.83	.00	202,676.17	24.9%



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 ACCOUNTS FOR:  
 100 GENERAL FUND
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

515 VJCCCA

[10051500 403100 VJCCA PROFSVCS](#)

6,585

0

6,585

1,330.00

.00

5,255.00

20.2%

TOTAL VJCCCA

6,585

0

6,585

1,330.00

.00

5,255.00

20.2%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
520 CSA							
<u>10052000 401100 SAL &amp; WAGE</u>	50,750	0	50,750	6,765.04	.00	43,984.96	13.3%
<u>10052000 401310 OT PAY</u>	0	0	0	1,183.32	.00	-1,183.32	100.0%
<u>10052000 402100 FICA</u>	3,882	0	3,882	546.25	.00	3,335.75	14.1%
<u>10052000 402210 VRS</u>	4,349	0	4,349	357.08	.00	3,991.92	8.2%
<u>10052000 402300 MEDINS</u>	8,940	0	8,940	810.00	.00	8,130.00	9.1%
<u>10052000 402400 GRPLIFE</u>	665	0	665	54.58	.00	610.42	8.2%
<u>10052000 402700 WORKCOMP</u>	46	0	46	38.90	.00	7.10	84.6%
<u>10052000 403100 PROFSVCS</u>	1,500	0	1,500	100.00	.00	1,400.00	6.7%
<u>10052000 403500 PRINTING</u>	0	0	0	43.97	.00	-43.97	100.0%
<u>10052000 405210 POSTAL</u>	800	0	800	336.73	.00	463.27	42.1%
<u>10052000 405230 TELECOMM</u>	150	0	150	5.59	.00	144.41	3.7%
<u>10052000 405410 LEASERENT</u>	750	0	750	111.24	.00	638.76	14.8%
<u>10052000 405510 MILEAGE</u>	600	0	600	.00	.00	600.00	.0%
<u>10052000 405530 SUB&amp;LODG</u>	600	0	600	.00	.00	600.00	.0%
<u>10052000 405540 CONVEDUC</u>	300	0	300	.00	.00	300.00	.0%
<u>10052000 406001 OFFSUPL</u>	1,000	0	1,000	311.75	.00	688.25	31.2%
<u>10052000 406002 FOODSUPL</u>	300	0	300	.00	.00	300.00	.0%
TOTAL CSA	74,632	0	74,632	10,664.45	.00	63,967.55	14.3%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
525 CSA PURCHASE OF SERVICES							
<a href="#">10052500 405714 MANDFEMP</a>	10,000	0	10,000	.00	.00	10,000.00	.0%
<a href="#">10052500 405715 MANDFOP</a>	25,000	0	25,000	16,723.31	.00	8,276.69	66.9%
<a href="#">10052500 405716 TFCLRCONG</a>	93,000	0	93,000	2,796.71	.00	90,203.29	3.0%
<a href="#">10052500 405718 COMMSVC</a>	490,000	0	490,000	99,678.43	.00	390,321.57	20.3%
<a href="#">10052500 405719 COMMSVTR</a>	15,000	0	15,000	.00	.00	15,000.00	.0%
<a href="#">10052500 405720 NONMCOMM</a>	26,170	0	26,170	.00	.00	26,170.00	.0%
<a href="#">10052500 405721 RESCONG</a>	719,287	0	719,287	42,731.12	.00	676,555.88	5.9%
<a href="#">10052500 405723 MSPEDPRIV</a>	1,050,000	0	1,050,000	94,862.50	.00	955,137.50	9.0%
<a href="#">10052500 405724 MSVCINSCH</a>	25,000	0	25,000	600.00	.00	24,400.00	2.4%
<a href="#">10052500 405725 MFCLCRESCG</a>	50,000	0	50,000	.00	.00	50,000.00	.0%
<a href="#">10052500 405732 EDUCCONG</a>	200,000	0	200,000	16,067.14	.00	183,932.86	8.0%
<a href="#">10052500 405742 WSS</a>	20,543	0	20,543	.00	.00	20,543.00	.0%
<a href="#">10052500 406014 OTHEROPER</a>	26,000	0	26,000	.00	.00	26,000.00	.0%
TOTAL CSA PURCHASE OF SERVICES	2,750,000	0	2,750,000	273,459.21	.00	2,476,540.79	9.9%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
710 PARKS & RECREATION							
10071000 401100 SAL & WAGE	189,664	0	189,664	43,243.14	.00	146,420.86	22.8%
10071000 401300 PT SAL/WAG	56,310	0	56,310	18,706.53	.00	37,603.47	33.2%
10071000 401310 OT PAY	1,100	0	1,100	505.29	.00	594.71	45.9%
10071000 402100 FICA	18,878	0	18,878	4,699.52	.00	14,178.48	24.9%
10071000 402210 VRS	16,254	0	16,254	4,054.42	.00	12,199.58	24.9%
10071000 402250 DISABILITY	347	0	347	79.53	.00	267.47	22.9%
10071000 402300 MEDINS	31,020	0	31,020	5,856.00	.00	25,164.00	18.9%
10071000 402400 GRPLIFE	2,485	0	2,485	622.80	.00	1,862.20	25.1%
10071000 402700 WORKCOMP	3,482	0	3,482	3,966.46	.00	-484.46	113.9%
10071000 403100 PROFSVCS	38,200	2,500	40,700	5,372.70	.00	35,327.30	13.2%
10071000 403300 CONTRSVC	16,500	0	16,500	6,038.38	.00	10,461.62	36.6%
10071000 403300 CARN CONTRSVC	10,300	0	10,300	9,745.30	.00	554.70	94.6%
10071000 403500 PRINTING	8,000	0	8,000	1,886.65	.00	6,113.35	23.6%
10071000 403600 ADVERT	2,000	0	2,000	.00	.00	2,000.00	.0%
10071000 403600 CARN ADVERT	1,500	0	1,500	858.00	.00	642.00	57.2%
10071000 405210 POSTAL	600	0	600	286.15	.00	313.85	47.7%
10071000 405230 TELECOMM	9,500	0	9,500	1,886.35	.00	7,613.65	19.9%
10071000 405410 LEASERENT	8,000	0	8,000	703.88	.00	7,296.12	8.8%
10071000 405510 MILEAGE	100	0	100	.00	.00	100.00	.0%
10071000 405530 SUB&LODG	1,700	0	1,700	.00	.00	1,700.00	.0%
10071000 405540 CONVEDUC	1,315	0	1,315	1,015.00	.00	300.00	77.2%
10071000 405810 DUES	1,150	0	1,150	1,120.00	.00	30.00	97.4%
10071000 406001 OFFSUPL	2,500	0	2,500	230.91	.00	2,269.09	9.2%
10071000 406004 GENLSUPL	0	0	0	537.56	.00	-537.56	100.0%
10071000 406004 CARN GENLSUPL	2,500	0	2,500	2,422.66	.00	77.34	96.9%
10071000 406008 VEHFUEL	3,000	0	3,000	1,065.51	.00	1,934.49	35.5%
10071000 406011 UNIFORMS	700	0	700	.00	.00	700.00	.0%
10071000 406012 BOOKS	250	0	250	.00	.00	250.00	.0%
10071000 406013 RECSUPL	55,500	0	55,500	11,046.96	.00	44,453.04	19.9%
10071000 406013 AMUSE RECSUPL	2,100	0	2,100	3,952.00	.00	-1,852.00	188.2%
10071000 406013 FTBL RECSUPL	1,500	0	1,500	.00	.00	1,500.00	.0%
10071000 408102 FURN/FIX	1,500	0	1,500	.00	.00	1,500.00	.0%
10071000 409904 SITEIMPRV	18,000	0	18,000	32.50	.00	17,967.50	.2%
TOTAL PARKS & RECREATION	505,955	2,500	508,455	129,934.20	.00	378,520.80	25.6%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
730 LIBRARY							
<a href="#">10073000 401100 SAL &amp; WAGE</a>	117,421	0	117,421	27,096.91	.00	90,324.09	23.1%
<a href="#">10073000 401300 PT SAL/WAG</a>	53,645	0	53,645	14,533.88	.00	39,111.12	27.1%
<a href="#">10073000 402100 FICA</a>	13,087	0	13,087	3,131.95	.00	9,955.05	23.9%
<a href="#">10073000 402210 VRS</a>	10,063	0	10,063	2,515.80	.00	7,547.20	25.0%
<a href="#">10073000 402250 DISABILITY</a>	313	0	313	81.84	.00	231.16	26.1%
<a href="#">10073000 402300 MEDINS</a>	16,260	0	16,260	4,006.50	.00	12,253.50	24.6%
<a href="#">10073000 402400 GRPLIFE</a>	1,538	0	1,538	384.54	.00	1,153.46	25.0%
<a href="#">10073000 402700 WORKCOMP</a>	154	0	154	128.50	.00	25.50	83.4%
<a href="#">10073000 403320 MAINTCONT</a>	16,360	0	16,360	5,151.45	.00	11,208.55	31.5%
<a href="#">10073000 405210 POSTAL</a>	400	0	400	.00	.00	400.00	.0%
<a href="#">10073000 405230 TELECOMM</a>	0	0	0	6,231.89	.00	-6,231.89	100.0%
<a href="#">10073000 405230 LIBAD TELECOMM</a>	24,936	0	24,936	.00	.00	24,936.00	.0%
<a href="#">10073000 405410 LEASERENT</a>	120	0	120	19.98	.00	100.02	16.7%
<a href="#">10073000 405530 SUB&amp;LODG</a>	750	0	750	.00	.00	750.00	.0%
<a href="#">10073000 405540 CONVEDUC</a>	750	0	750	30.00	.00	720.00	4.0%
<a href="#">10073000 405810 DUES</a>	200	0	200	.00	.00	200.00	.0%
<a href="#">10073000 406001 OFFSUPL</a>	8,000	0	8,000	2,138.14	.00	5,861.86	26.7%
<a href="#">10073000 406012 BOOKS</a>	10,000	0	10,000	61.99	.00	9,938.01	.6%
<a href="#">10073000 406012 LIBAD BOOKS</a>	71,600	2,838	74,438	33,103.73	.00	41,334.27	44.5%
<a href="#">10073000 408107 EDPEQUIP</a>	9,600	0	9,600	.00	.00	9,600.00	.0%
TOTAL LIBRARY	355,197	2,838	358,035	98,617.10	.00	259,417.90	27.5%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
810 COUNTY PLANNER							
10081000 401100 SAL & WAGE	287,535	0	287,535	66,501.92	.00	221,033.08	23.1%
10081000 401310 OT PAY	2,500	0	2,500	325.56	.00	2,174.44	13.0%
10081000 402100 FICA	22,188	0	22,188	4,742.69	.00	17,445.31	21.4%
10081000 402210 VRS	24,642	0	24,642	6,163.96	.00	18,478.04	25.0%
10081000 402250 DISABILITY	665	0	665	168.96	.00	496.04	25.4%
10081000 402300 MEDINS	47,220	0	47,220	12,861.00	.00	34,359.00	27.2%
10081000 402400 GRPLIFE	3,767	0	3,767	942.20	.00	2,824.80	25.0%
10081000 402700 WORKCOMP	2,402	0	2,402	3,673.95	.00	-1,271.95	153.0%
10081000 403100 PROFSVCS	0	0	0	4,007.14	.00	-4,007.14	100.0%
10081000 403300 CONTRSVC	15,000	0	15,000	4,050.00	.00	10,950.00	27.0%
10081000 405210 POSTAL	500	0	500	47.32	.00	452.68	9.5%
10081000 405230 TELECOMM	2,000	0	2,000	483.31	.00	1,516.69	24.2%
10081000 405410 LEASERENT	4,200	0	4,200	578.64	.00	3,621.36	13.8%
10081000 405510 MILEAGE	0	0	0	169.06	.00	-169.06	100.0%
10081000 405530 SUB&LODG	1,500	0	1,500	.00	.00	1,500.00	.0%
10081000 405540 CONVEDUC	3,000	0	3,000	783.00	.00	2,217.00	26.1%
10081000 405810 DUES	2,000	0	2,000	50.00	.00	1,950.00	2.5%
10081000 406001 OFFSUPL	2,500	0	2,500	43.99	.00	2,456.01	1.8%
10081000 406008 VEHFUEL	2,500	0	2,500	500.65	.00	1,999.35	20.0%
10081000 406011 UNIFORMS	600	0	600	.00	.00	600.00	.0%
10081000 406012 BOOKS	250	0	250	.00	.00	250.00	.0%
10081000 406014 OTHEROPER	0	0	0	47.86	.00	-47.86	100.0%
10081000 408102 FURN/FIX	1,500	0	1,500	116.45	.00	1,383.55	7.8%
TOTAL COUNTY PLANNER	426,469	0	426,469	106,257.66	.00	320,211.34	24.9%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
815 PLANNING COMMISSION							
<a href="#">10081500 401114 BOARDCOMP</a>	12,900	0	12,900	2,896.19	.00	10,003.81	22.5%
<a href="#">10081500 402100 FICA</a>	987	0	987	211.14	.00	775.86	21.4%
<a href="#">10081500 403100 PROFSVCS</a>	16,000	0	16,000	.00	.00	16,000.00	.0%
<a href="#">10081500 403600 ADVERT</a>	6,500	0	6,500	336.25	.00	6,163.75	5.2%
<a href="#">10081500 405210 POSTAL</a>	3,000	0	3,000	671.16	.00	2,328.84	22.4%
<a href="#">10081500 405510 MILEAGE</a>	200	0	200	110.21	.00	89.79	55.1%
<a href="#">10081500 405530 SUB&amp;LODG</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">10081500 405540 CONVEDUC</a>	750	0	750	.00	.00	750.00	.0%
<a href="#">10081500 406001 OFFSUPL</a>	0	0	0	500.00	.00	-500.00	100.0%
TOTAL PLANNING COMMISSION	40,837	0	40,837	4,724.95	.00	36,112.05	11.6%

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ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
820 BOARD OF ZONING APPEALS							
<u>10082000 401114 BOARDCOMP</u>	1,200	0	1,200	.00	.00	1,200.00	.0%
<u>10082000 402100 FICA</u>	92	0	92	.00	.00	92.00	.0%
<u>10082000 403600 ADVERT</u>	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>10082000 405510 MILEAGE</u>	100	0	100	.00	.00	100.00	.0%
<u>10082000 405540 CONVEDUC</u>	300	0	300	.00	.00	300.00	.0%
TOTAL BOARD OF ZONING APPEALS	2,692	0	2,692	.00	.00	2,692.00	.0%



# FY18 1st Quarter Operational Expenditures

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 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2018 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
830 ECONOMIC DEVELOPMENT							
10083000 401100 SAL & WAGE	77,324	0	77,324	20,535.07	.00	56,788.93	26.6%
10083000 402100 FICA	5,915	0	5,915	1,460.28	.00	4,454.72	24.7%
10083000 402210 VRS	6,627	0	6,627	1,656.66	.00	4,970.34	25.0%
10083000 402300 MEDINS	11,700	0	11,700	3,492.30	.00	8,207.70	29.8%
10083000 402400 GRPLIFE	1,013	0	1,013	253.26	.00	759.74	25.0%
10083000 402700 WORKCOMP	70	0	70	59.27	.00	10.73	84.7%
10083000 403600 ADVERT	750	0	750	.00	.00	750.00	.0%
10083000 403800 EDEV MARKET	2,500	0	2,500	610.00	.00	1,890.00	24.4%
10083000 403800 TOUR MARKET	7,500	0	7,500	1,125.00	.00	6,375.00	15.0%
10083000 405210 POSTAL	100	0	100	7.25	.00	92.75	7.3%
10083000 405230 TELECOMM	700	0	700	155.53	.00	544.47	22.2%
10083000 405510 MILEAGE	250	0	250	.00	.00	250.00	.0%
10083000 405530 SUB&LODG	1,600	0	1,600	467.69	.00	1,132.31	29.2%
10083000 405540 CONVEDUC	2,500	0	2,500	830.00	.00	1,670.00	33.2%
10083000 405810 DUES	500	0	500	135.00	.00	365.00	27.0%
10083000 406001 OFFSUPL	500	0	500	423.41	.00	76.59	84.7%
10083000 406014 OTHEROPER	2,600	0	2,600	584.99	.00	2,015.01	22.5%
10083000 407010 FEDA	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL ECONOMIC DEVELOPMENT	123,149	0	123,149	31,795.71	.00	91,353.29	25.8%

# FY18 1st Quarter Operational Expenditures

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 COUNTY OF FLUVANNA  
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FOR 2018 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
840 COOPERATIVE EXTENSION							
<hr/>							
<a href="#">10084000 403300 CONTRSVC</a>	76,077	0	76,077	4,982.69	.00	71,094.31	6.5%
<a href="#">10084000 405230 TELECOMM</a>	650	0	650	27.91	.00	622.09	4.3%
<a href="#">10084000 405410 LEASERENT</a>	250	0	250	.00	.00	250.00	.0%
<a href="#">10084000 405540 CONVEDUC</a>	1,750	0	1,750	55.00	.00	1,695.00	3.1%
<a href="#">10084000 405810 DUES</a>	400	0	400	.00	.00	400.00	.0%
<a href="#">10084000 406001 OFFSUPL</a>	500	0	500	15.48	.00	484.52	3.1%
<a href="#">10084000 406003 AGRICSUPL</a>	1,200	0	1,200	78.70	.00	1,121.30	6.6%
<a href="#">10084000 406014 OTHEROPER</a>	1,500	0	1,500	405.46	.00	1,094.54	27.0%
TOTAL COOPERATIVE EXTENSION	82,327	0	82,327	5,565.24	.00	76,761.76	6.8%

# FY18 1st Quarter Operational Expenditures

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FOR 2018 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
850 NON PROFITS							
<a href="#">10085000 405670 PVCC</a>	50,429	0	50,429	12,607.25	.00	37,821.75	25.0%
<a href="#">10085000 405671 SBDC</a>	2,500	0	2,500	2,500.00	.00	.00	100.0%
<a href="#">10085000 405672 TJPDC</a>	33,928	0	33,928	8,482.00	.00	25,446.00	25.0%
<a href="#">10085000 405673 S&amp;W</a>	20,000	0	20,000	20,000.00	.00	.00	100.0%
<a href="#">10085000 405674 JABA</a>	83,946	0	83,946	20,986.50	.00	62,959.50	25.0%
<a href="#">10085000 405675 MACAA</a>	49,913	0	49,913	12,478.25	.00	37,434.75	25.0%
<a href="#">10085000 405676 REGION10</a>	126,250	0	126,250	31,562.50	.00	94,687.50	25.0%
<a href="#">10085000 405677 JAUNT</a>	79,404	0	79,404	19,851.00	.00	59,553.00	25.0%
<a href="#">10085000 405678 TJEMS</a>	16,095	0	16,095	16,095.00	.00	.00	100.0%
<a href="#">10085000 405679 CVPED</a>	13,081	0	13,081	13,081.00	.00	.00	100.0%
<a href="#">10085000 405680 PHA</a>	2,100	0	2,100	2,100.00	.00	.00	100.0%
<a href="#">10085000 405681 READYKIDS</a>	2,100	0	2,100	2,100.00	.00	.00	100.0%
<a href="#">10085000 405682 PWN</a>	3,896	0	3,896	3,896.00	.00	.00	100.0%
<a href="#">10085000 405683 CHIP</a>	51,000	0	51,000	12,750.00	.00	38,250.00	25.0%
<a href="#">10085000 405684 SHE</a>	9,000	0	9,000	9,000.00	.00	.00	100.0%
<a href="#">10085000 405685 OAR</a>	13,261	0	13,261	13,261.00	.00	.00	100.0%
<a href="#">10085000 405686 LEGALAI</a>	4,000	0	4,000	4,000.00	.00	.00	100.0%
<a href="#">10085000 405687 SARA</a>	1,000	0	1,000	1,000.00	.00	.00	100.0%
<a href="#">10085000 405688 RCA</a>	1,750	0	1,750	1,750.00	.00	.00	100.0%
<a href="#">10085000 405691 FLUVHF</a>	16,000	0	16,000	16,000.00	.00	.00	100.0%
<a href="#">10085000 405692 ARTS ARTS</a>	10,000	0	10,000	10,000.00	.00	.00	100.0%
<a href="#">10085000 405693 MUSEUM</a>	525	0	525	525.00	.00	.00	100.0%
<a href="#">10085000 405694 LEADPROG</a>	1,000	0	1,000	1,000.00	.00	.00	100.0%
<a href="#">10085000 407020 FCOC</a>	3,500	0	3,500	3,500.00	.00	.00	100.0%
TOTAL NON PROFITS	594,678	0	594,678	238,525.50	.00	356,152.50	40.1%

# FY18 1st Quarter Operational Expenditures

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FOR 2018 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
860 MISCELLANEOUS NON DEPARTMENTAL							
<a href="#">10086000 401100 FT WAGES</a>	87,607	-2,300	85,307	.00	.00	85,307.00	.0%
<a href="#">10086000 402300 MEDINS</a>	51,984	0	51,984	.00	.00	51,984.00	.0%
<a href="#">10086000 402903 EMPLASST</a>	3,000	0	0	.00	.00	.00	.0%
<a href="#">10086000 403100 PROFSVCS</a>	25,000	0	25,000	.00	.00	25,000.00	.0%
<a href="#">10086000 405860 GRTCONT</a>	25,000	0	25,000	.00	.00	25,000.00	.0%
<a href="#">10086000 405870 BOSCONT</a>	150,000	-30,152	99,848	.00	.00	99,848.00	.0%
<a href="#">10086000 405880 PERSCONTIG</a>	75,000	-5,808	69,192	.00	.00	69,192.00	.0%
<a href="#">10086000 409904 SITEIMPRV</a>	-103,550	25,414	-78,136	.00	.00	-78,136.00	.0%
TOTAL MISCELLANEOUS NON DEPARTMENTAL	314,041	-12,846	278,195	.00	.00	278,195.00	.0%
TOTAL GENERAL FUND	19,341,492	262,980	19,709,953	4,553,428.87	18,327.13	15,138,197.00	23.2%
TOTAL EXPENSES	19,341,492	262,980	19,709,953	4,553,428.87	18,327.13	15,138,197.00	

# FY18 1st Quarter Operational Expenditures

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 COUNTY OF FLUVANNA  
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FOR 2018 03

ACCOUNTS FOR: 105 SOCIAL SERVICES	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
530 SOCIAL SERVICE ADMINISTRATION							
10553000 401100 SAL & WAGE	1,180,431	0	1,180,431	259,786.49	.00	920,644.51	22.0%
10553000 401114 BOARDCOMP	4,680	0	4,680	1,079.28	.00	3,600.72	23.1%
10553000 401300 PT SAL/WAG	26,249	0	26,249	3,928.80	.00	22,320.20	15.0%
10553000 401310 OT PAY	35,000	5,211	40,211	2,497.85	.00	37,713.15	6.2%
10553000 401320 HOLDISCPAY	13,536	0	13,536	2,080.00	.00	11,456.00	15.4%
10553000 402100 FICA	96,382	0	96,382	19,287.55	.00	77,094.45	20.0%
10553000 402210 VRS	101,163	0	101,163	23,304.79	.00	77,858.21	23.0%
10553000 402250 DISABILITY	2,600	0	2,600	716.01	.00	1,883.99	27.5%
10553000 402300 MEDINS	202,200	0	202,200	45,933.01	.00	156,266.99	22.7%
10553000 402400 GRPLIFE	15,464	0	15,464	3,657.80	.00	11,806.20	23.7%
10553000 402700 WORKCOMP	3,764	0	3,764	2,924.76	.00	839.24	77.7%
10553000 402830 STAFFDVLP	4,000	0	4,000	403.78	.00	3,596.22	10.1%
10553000 403100 PROFSVCS	46,700	0	46,700	13,625.80	.00	33,074.20	29.2%
10553000 403125 IT SERVICE	12,000	0	12,000	500.00	.00	11,500.00	4.2%
10553000 403310 REP/MAINT	4,760	0	4,760	666.17	.00	4,093.83	14.0%
10553000 403315 VEH REP/MN	7,000	0	7,000	.00	.00	7,000.00	.0%
10553000 403320 MAINTCONT	12,238	0	12,238	.00	.00	12,238.00	.0%
10553000 403600 ADVERT	1,400	0	1,400	64.00	.00	1,336.00	4.6%
10553000 405110 ELECSVCS	12,100	0	12,100	2,569.50	.00	9,530.50	21.2%
10553000 405210 POSTAL	7,260	0	7,260	173.75	.00	7,086.25	2.4%
10553000 405230 TELECOMM	24,290	0	24,290	4,159.51	.00	20,130.49	17.1%
10553000 405304 PROPINS	6,000	0	6,000	4,394.70	.00	1,605.30	73.2%
10553000 405410 LEASERENT	14,009	0	14,009	3,502.32	.00	10,506.68	25.0%
10553000 405510 MILEAGE	274	0	274	96.22	.00	177.78	35.1%
10553000 405530 SUB&LODG	4,000	0	4,000	569.73	.00	3,430.27	14.2%
10553000 405810 DUES	1,485	0	1,485	330.00	.00	1,155.00	22.2%
10553000 406001 OFFSUPL	24,000	0	24,000	5,159.78	.00	18,840.22	21.5%
10553000 406002 FOODSUPL	420	0	420	236.08	.00	183.92	56.2%
10553000 406005 JANITSUPL	300	0	300	.00	.00	300.00	.0%
10553000 406008 VEHFUEL	5,010	0	5,010	911.96	.00	4,098.04	18.2%
10553000 408101 MACHEQUIP	758	7,150	7,908	245.00	.00	7,663.00	3.1%
10553000 408102 FURN/FIX	0	0	0	1,158.00	.00	-1,158.00	100.0%
10553000 409904 SITEIMPRV	0	21,362	21,362	10,463.00	.00	10,899.00	49.0%
TOTAL SOCIAL SERVICE ADMINISTRATION	1,869,473	33,723	1,903,196	414,425.64	.00	1,488,770.36	21.8%

# FY18 1st Quarter Operational Expenditures

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 COUNTY OF FLUVANNA  
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FOR 2018 03

 ACCOUNTS FOR:  
 105 SOCIAL SERVICES

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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540 PUBLIC ASSISTANCE

10554000 405701 GENRELF	7,000	0	7,000	.00	.00	7,000.00 .0%
10554000 405702 AUXGRTS	27,079	0	27,079	7,350.00	.00	19,729.00 27.1%
10554000 405705 AIDDEPCHDN	2,000	0	2,000	.00	.00	2,000.00 .0%
10554000 405706 FOSTERCARE	28,721	0	28,721	11,475.87	.00	17,245.13 40.0%
10554000 405707 EMRGASST	500	0	500	.00	.00	500.00 .0%
10554000 405708 FOSTER FUT	8,350	0	8,350	2,100.00	.00	6,250.00 25.1%
10554000 405709 SPECNDSADP	152,000	0	152,000	21,491.00	.00	130,509.00 14.1%
10554000 405712 SUBADOPIVE	236,762	0	236,762	64,547.00	.00	172,215.00 27.3%
TOTAL PUBLIC ASSISTANCE	462,412	0	462,412	106,963.87	.00	355,448.13 23.1%

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FOR 2018 03

 ACCOUNTS FOR:  
 105 SOCIAL SERVICES
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

550 PURCHASE OF SERVICES

[10555000 405711 SSPOS](#)

60,313

0

60,313

8,272.75

.00

52,040.25

13.7%

TOTAL PURCHASE OF SERVICES

60,313

0

60,313

8,272.75

.00

52,040.25

13.7%

# FY18 1st Quarter Operational Expenditures

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 ACCOUNTS FOR:  
 105 SOCIAL SERVICES
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

560 DAYCARE PROGRAM

10556000 403100 PROFSVCS

7,425

0

7,425

.00

.00

7,425.00

.0%

TOTAL DAYCARE PROGRAM

7,425

0

7,425

.00

.00

7,425.00

.0%



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 ACCOUNTS FOR:  
 105 SOCIAL SERVICES
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

570 FOSTER HOME COORDINATOR

[10557000 403300 CONTRSVC](#)

1,400

0

1,400

.00

.00

1,400.00

.0%

[10557000 405711 SSPOS](#)

6,400

0

6,400

100.00

.00

6,300.00

1.6%

TOTAL FOSTER HOME COORDINATOR

7,800

0

7,800

100.00

.00

7,700.00

1.3%

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 ACCOUNTS FOR:  
 105 SOCIAL SERVICES
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

580 FAMILY SUPPORT

<a href="#">10558000 405711 SSPOS</a>	19,158	0	19,158	8,942.41	.00	10,215.59	46.7%
TOTAL FAMILY SUPPORT	19,158	0	19,158	8,942.41	.00	10,215.59	46.7%
TOTAL SOCIAL SERVICES	2,426,581	33,723	2,460,304	538,704.67	.00	1,921,599.33	21.9%
TOTAL EXPENSES	2,426,581	33,723	2,460,304	538,704.67	.00	1,921,599.33	

# FY18 1st Quarter Operational Expenditures

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ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

GRAND TOTAL

21,768,073

296,703

22,170,257

5,092,133.54

18,327.13

17,059,796.33

23.1%

# FY18 1st Quarter School Expenditures

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ACCOUNTS FOR: 251 SCHOOL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
620 INSTRUCTION							
<a href="#">25162000 496001 INSTRUCT</a>	30,003,269	0	30,003,269	6,043,145.36	.00	23,960,123.64	20.1%
630 ADMIN/ATTENDANCE/HEALTH							
<a href="#">25163000 496002 AAH</a>	1,724,826	0	1,724,826	411,534.10	.00	1,313,291.90	23.9%
640 PUPIL TRANSPORTATION SERV							
<a href="#">25164000 496003 TRANSPORT</a>	2,776,239	0	2,776,239	529,333.66	.00	2,246,905.34	19.1%
650 OPERATION & MAINT SERV							
<a href="#">25165000 496004 OPER&amp;MAIN</a>	3,379,419	0	3,379,419	749,030.13	.00	2,630,388.87	22.2%
670 TECHNOLOGY							
<a href="#">25167000 496008 TECH</a>	1,751,034	0	1,751,034	579,329.63	.00	1,171,704.37	33.1%
TOTAL SCHOOL	39,634,787	0	39,634,787	8,312,372.88	.00	31,322,414.12	21.0%
<b>TOTAL EXPENSES</b>	<b>39,634,787</b>	<b>0</b>	<b>39,634,787</b>	<b>8,312,372.88</b>	<b>.00</b>	<b>31,322,414.12</b>	

# FY18 1st Quarter Cafeteria Expenditures

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 ACCOUNTS FOR:  
 252 CAFETERIA
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

680 CAFETERIA

[25268000 406002 FOODSUPL](#)

1,597,046

0

1,597,046

.00

.00

1,597,046.00

.0%

TOTAL CAFETERIA

1,597,046

0

1,597,046

.00

.00

1,597,046.00

.0%

**TOTAL EXPENSES****1,597,046****0****1,597,046****.00****.00****1,597,046.00**

# FY18 1st Quarter Debt Service Expenditures

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ACCOUNTS FOR: 401 DEBT SERVICE	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
910 DEBT SERVICE - COUNTY							
40109910 495000 ADMINFEES	18,132	0	18,132	8,132.10	.00	9,999.90	44.8%
40109910 495050 14FTPALMPR	40,000	0	40,000	40,000.00	.00	.00	100.0%
40109910 495051 14FTPALMIN	18,869	0	18,869	9,946.38	.00	8,922.62	52.7%
40109910 495052 14CRTHOUSE	120,000	0	120,000	120,000.00	.00	.00	100.0%
40109910 495053 14CRTHSINT	64,906	0	64,906	33,990.63	.00	30,915.37	52.4%
40109910 495054 14LIBPRIN	195,000	0	195,000	195,000.00	.00	.00	100.0%
40109910 495055 14LIBRYINT	49,472	0	49,472	27,234.88	.00	22,237.12	55.1%
40109910 495056 2016E91PRI	1,096,159	0	1,096,159	1,096,159.00	.00	.00	100.0%
40109910 495057 2016E91INT	140,130	0	140,130	92,152.58	.00	47,977.42	65.8%
40109910 495058 2017NRGPRI	236,000	0	236,000	236,000.00	.00	.00	100.0%
40109910 495059 2017NRGINT	29,544	0	29,544	126,210.17	.00	-96,666.17	427.2%
40109910 495061 2017ZXRINT	0	224,852	224,852	66,132.81	.00	158,719.19	29.4%
40109910 495999 DEBTPLACEH	253,725	-253,725	0	.00	.00	.00	.0%
40109910 496006 PRINCIPAL	1,595,735	-1,595,735	0	.00	.00	.00	.0%
920 DEBT SERVICE - SCHOOLS							
40109920 495004 VPSA99PRIN	50,000	0	50,000	50,000.00	.00	.00	100.0%
40109920 495006 GO05APRIN	323,911	0	323,911	323,911.00	.00	.00	100.0%
40109920 495014 VPSA99INT	6,500	0	6,500	3,887.50	.00	2,612.50	59.8%
40109920 495016 GOBND05INT	146,714	0	146,714	77,486.79	.00	69,227.21	52.8%
40109920 495020 VPSA08INT	131,469	0	131,469	.00	.00	131,469.00	.0%
40109920 495036 QSCB2009	426,825	0	426,825	426,825.00	.00	.00	100.0%
40109920 495037 HS08PRIN	1,770,000	0	1,770,000	.00	.00	1,770,000.00	.0%
40109920 495044 VPSA12BPR	675,000	0	675,000	675,000.00	.00	.00	100.0%
40109920 495045 VPSA12BINT	2,316,625	0	2,316,625	1,160,506.25	.00	1,156,118.75	50.1%
40109920 495046 VPSA12APR	240,000	0	240,000	240,000.00	.00	.00	100.0%
40109920 495047 VPSA12AINT	112,750	0	112,750	59,405.00	.00	53,345.00	52.7%
40109920 495048 VPSA14CPRI	225,000	0	225,000	225,000.00	.00	.00	100.0%
40109920 495049 VPSA14CINT	186,161	0	186,161	95,921.25	.00	90,239.75	51.5%
TOTAL DEBT SERVICE	10,468,627	-1,624,608	8,844,019	5,388,901.34	.00	3,455,117.66	60.9%
TOTAL EXPENSES	10,468,627	-1,624,608	8,844,019	5,388,901.34	.00	3,455,117.66	

# FY18 1st Quarter Utilities Expenditures

 11/27/2017 17:28  
 5311mtwi

 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

 P 54  
 glytdbud

FOR 2018 03

ACCOUNTS FOR: 502 SEWER	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
000 NON DEPT							
50200000 401100 SAL & WAGE	92,950	0	92,950	16,834.39	.00	76,115.61	18.1%
50200000 401310 OT PAY	2,000	0	2,000	831.10	.00	1,168.90	41.6%
50200000 401320 HOLDISCPAY	1,000	0	1,000	360.99	.00	639.01	36.1%
50200000 402100 FICA	5,810	0	5,810	1,170.41	.00	4,639.59	20.1%
50200000 402210 VRS	6,252	0	6,252	1,562.94	.00	4,689.06	25.0%
50200000 402300 MEDINS	23,400	0	23,400	5,811.00	.00	17,589.00	24.8%
50200000 402400 GRPLIFE	956	0	956	238.92	.00	717.08	25.0%
50200000 402700 WORKCOMP	1,495	0	1,495	1,267.41	.00	227.59	84.8%
50200000 403170 PERMITFEE	12,500	0	12,500	4,354.00	.00	8,146.00	34.8%
50200000 403300 CONTRSVC	30,000	0	30,000	3,982.00	.00	26,018.00	13.3%
50200000 403310 REP/MAINT	10,000	0	10,000	1,869.00	.00	8,131.00	18.7%
50200000 403315 VEH REP/MN	5,000	0	5,000	.00	.00	5,000.00	.0%
50200000 403600 ADVERT	600	0	600	470.58	.00	129.42	78.4%
50200000 403700 LAUNDRY	800	0	800	110.98	.00	689.02	13.9%
50200000 405110 ELECSVCS	14,000	0	14,000	1,989.90	.00	12,010.10	14.2%
50200000 405210 POSTAL	400	0	400	.00	.00	400.00	.0%
50200000 405230 TELECOMM	2,000	0	2,000	607.03	.00	1,392.97	30.4%
50200000 405540 CONVEDUC	1,500	0	1,500	264.50	.00	1,235.50	17.6%
50200000 405810 DUES	300	0	300	.00	.00	300.00	.0%
50200000 406001 OFFSUPL	700	0	700	.00	.00	700.00	.0%
50200000 406003 AGRICSUPL	3,000	0	3,000	.00	.00	3,000.00	.0%
50200000 406004 GENLSUPL	10,500	0	10,500	3,075.02	.00	7,424.98	29.3%
50200000 406006 CHEMSUPL	15,000	0	15,000	6,256.03	.00	8,743.97	41.7%
50200000 406008 VEHFUEL	4,400	0	4,400	.00	.00	4,400.00	.0%
50200000 408110 DEPREXP	50,000	0	50,000	.00	.00	50,000.00	.0%
50200000 409111 REDEMPR	60,000	0	60,000	.00	.00	60,000.00	.0%
TOTAL SEWER	354,563	0	354,563	51,056.20	.00	303,506.80	14.4%
TOTAL EXPENSES	354,563	0	354,563	51,056.20	.00	303,506.80	

# FY18 1st Quarter FUSD Expenditures

 11/27/2017 17:28  
 5311mtwi

 COUNTY OF FLUVANNA  
 YEAR-TO-DATE BUDGET REPORT

 P 55  
 glytdbud

FOR 2018 03

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
505 FORK UNION SANITARY DISTRICT	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
000 NON DEPT							
50500000 401100 SAL & WAGE	90,200	0	90,200	20,815.19	.00	69,384.81	23.1%
50500000 401310 OT PAY	5,000	0	5,000	870.21	.00	4,129.79	17.4%
50500000 401320 HOLDISCPAY	2,000	0	2,000	457.12	.00	1,542.88	22.9%
50500000 402100 FICA	7,436	0	7,436	1,517.85	.00	5,918.15	20.4%
50500000 402210 VRS	7,730	0	7,730	1,932.54	.00	5,797.46	25.0%
50500000 402300 MEDINS	20,640	0	20,640	5,845.87	.00	14,794.13	28.3%
50500000 402400 GRPLIFE	1,182	0	1,182	295.38	.00	886.62	25.0%
50500000 402700 WORKCOMP	3,094	0	3,094	2,404.44	.00	689.56	77.7%
50500000 403100 PROFSVCS	3,500	0	3,500	.00	.00	3,500.00	.0%
50500000 403170 PERMITFEE	7,250	0	7,250	1,292.10	.00	5,957.90	17.8%
50500000 403310 REP/MAINT	27,200	0	27,200	1,525.19	.00	25,674.81	5.6%
50500000 403315 VEH REP/MN	0	0	0	297.35	.00	-297.35	100.0%
50500000 403600 ADVERT	400	0	400	.00	.00	400.00	.0%
50500000 403700 LAUNDRY	2,500	0	2,500	444.18	.00	2,055.82	17.8%
50500000 405110 ELECSVCS	38,000	0	38,000	3,491.98	.00	34,508.02	9.2%
50500000 405210 POSTAL	2,800	0	2,800	635.35	.00	2,164.65	22.7%
50500000 405230 TELECOMM	5,700	0	5,700	1,086.79	.00	4,613.21	19.1%
50500000 405304 PROPINS	200	0	200	100.00	.00	100.00	50.0%
50500000 405305 VEHICLEINS	2,300	0	2,300	1,953.20	.00	346.80	84.9%
50500000 405410 LEASERENT	1,800	0	1,800	150.00	.00	1,650.00	8.3%
50500000 405540 CONVEDUC	1,500	0	1,500	98.00	.00	1,402.00	6.5%
50500000 405711 SSPOS	4,000	0	4,000	210.00	.00	3,790.00	5.3%
50500000 405810 DUES	700	0	700	.00	.00	700.00	.0%
50500000 406001 OFFSUPL	1,000	0	1,000	405.97	.00	594.03	40.6%
50500000 406004 GENLSUPL	7,000	0	7,000	3,676.48	.00	3,323.52	52.5%
50500000 406006 CHEMSUPL	16,000	0	16,000	1,774.34	.00	14,225.66	11.1%
50500000 406008 VEHFUEL	7,000	0	7,000	1,956.19	.00	5,043.81	27.9%
50500000 406009 VEHSUPL	1,200	0	1,200	299.83	.00	900.17	25.0%
50500000 408101 MACHEQUIP	2,500	0	2,500	.00	.00	2,500.00	.0%
50500000 409111 REDEMPR	50,778	0	50,778	.00	.00	50,778.00	.0%
50500000 409115 REDEMINT	34,109	0	34,109	5,087.69	.00	29,021.31	14.9%
TOTAL FORK UNION SANITARY DISTRICT	354,719	0	354,719	58,623.24	.00	296,095.76	16.5%
TOTAL EXPENSES	354,719	0	354,719	58,623.24	.00	296,095.76	





# **FY18 1<sup>st</sup> Quarter Budget Report**

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**December 6, 2017**

**Mary Anna Twisdale– Management Analyst**





# Report Summary

BOS Packet 2017-12-06 p.331/393

	ORIG BUDGET	XFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBR	AVAIL. BUDGET	PCT USED
OPERATIONAL EXPS	21,768,073	296,703.00	22,170,257.00	5,092,133.54	18,327.13	17,059,796.33	23.1%
SCHOOL EXPENSES	39,634,787		39,634,787.00	8,312,372.88	-	31,322,414.12	21.0%
CAFETERIA EXPENSES	1,597,046		1,597,046.00		-	1,597,046.00	0.0%
DEBT SERVICE	10,468,627	(1,624,608.00)	8,844,019.00	5,388,901.34	-	3,455,117.66	60.9%
UTILITIES EXPENSES	354,563		354,563.00	51,056.20	-	303,506.80	14.4%
FUSD EXPENSES	354,719		354,719.00	58,623.24	-	296,095.76	16.5%
GRAND TOTAL	74,177,815	(1,327,905.00)	72,955,391.00	18,903,087.20	18,327.13	54,033,976.67	25.9%
CIP	1,447,100						
GRAND TOTAL	75,624,915						

} Typically, Offices/Departments should have expended approximately 25% of their budgets at the end of the first quarter.

} Most Offices/Departments are within expected range.



# Departments Over 25% Expended\*

BOS Packet 2017-12-06 p.332/393

## } Board of Supervisors– 32.1% (pg. 1)

§ Public Official Insurance/Dues

§ Advertising

## } Correction & Detention – 48.2% (pg. 21)

§ Second Quarter payment processed prior to October 1

## } Debt Service– 60.9% (p. 53)

§ Annual payments made



# FY18 1st Quarter Budget Report

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## Questions?



# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB J

<b>MEETING DATE:</b>	December 6, 2017				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
<b>MOTION(s):</b>	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting of Wednesday, November 1, 2017, be adopted.				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for November 1, 2017				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**November 1, 2017**  
**Regular Meeting 4:00pm**

**MEMBERS PRESENT:**

John M. (Mike) Sheridan, Columbia District, Chair  
Mozell Booker, Fork Union District, Vice Chair  
Patricia Eager, Palmyra District  
Tony O'Brien, Rivanna District (*Arrived at 4:03pm*)  
Donald W. Weaver, Cunningham District

**ALSO PRESENT:**

Steven M. Nichols, County Administrator  
Fred Payne, County Attorney  
Kelly Belanger Harris, Clerk for the Board of Supervisors

**1 - CALL TO ORDER**

At 4:01pm Chair Sheridan, called to order the Regular Meeting of November 1, 2017  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

Chair Sheridan provided an update on former Supervisor Ullenbruch, noting that he is recovering at home.

**3 - ADOPTION OF AGENDA****MOTION**

Mr. Weaver moved to accept the Agenda, with additions in New Business, for the November 1, 2017 Regular Meeting of the Board of Supervisors. Mrs. Eager seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- Ø Community & County Staff Recognitions
  - Building Inspector John Vaughan - Achieved Residential Plumbing Inspector Certification!
  - FCHS "Fist Up for Fischer," support for Louisa County High School Varsity Football Coach, Mark Fischer, during his cancer battle.
- Ø Halloween with Parks and Recreation
  - Friday, Oct 27 - Annual Magic Show and Movie at the Fluvanna Library; ~50 guests entertained by Mr. Magic before our movie, "Open Season: Scared Silly." Saturday, Oct 28 - Annual Halloween Festival at Pleasant Grove Park. Over 300 participants, with crafts, games, piñatas, hayrides, with costume and pumpkin painting contests. Thank you to our volunteers that made this event a success!
- Ø Executive Mansion Holiday Tree Ornament - Designed and made by Graham Stallard, a local glass artist specializing in making glass cremation memorials. Viewing of the State's ornaments at the Executive Mansion will begin on the evening of the Capitol Tree Lighting.
- Ø New Staff Onboard! - Facilities Maintenance Specialist, Paul Lowe started Oct 22<sup>nd</sup>
- Ø Announcements and Updates
  - Upgrades at the FSPCA - New concrete pad and fencing for outdoor runs
  - Safety Improvements at Rt 600 and Slice Road
- Ø Upcoming Meetings:

Day	Date	Time	Purpose	Location
Wed	Nov 15	7:00 PM	Regular Meeting	Courtroom
Wed	Dec 6	4:00 PM	Regular Meeting & BOS Preliminary Budget Discussion	Courtroom
Wed	Dec 20	7:00 PM	Regular Meeting	Courtroom

**5 - PUBLIC COMMENTS #1**

At 4:12pm Chair Sheridan opened the first round of Public Comments.

- Ø Ida Swenson, 7 Deerwood Lane, spoke about pending litigation entered into by Caroline County regarding the proposed Aqua Virginia rate increase and requested that the Board join with Caroline County in that effort.
  - Ø Brian Chambers, Keswick, VA, returned to speak before the Board regarding Family Subdivisions.
- With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:21pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*2018 TJPDC Legislative Program* – David Blount, TJPDC Legislative Liaison, presented the Thomas Jefferson Planning District Commission 2018 Regional Legislative Program. Mr. Blount noted the top three priorities are Local Revenue Authority, State Budget and Funding Obligations, Public School Funding. Other priorities include the Children’s Service Act and Broadband accessibility.

With limited discussion,

**MOTION**

Mrs. Booker moved to adopt the Draft Thomas Jefferson Planning District Legislative Program for 2018.

Mr. O’Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver.

NAY: None. ABSENT: None.

*Emergency Management Coordinator Position Description* – Steve Nichols, County Administrator brought forward a request to revise the Emergency Services Coordinator Position, reflecting a change to Emergency Management Coordinator. In concert with the Fire and Rescue Association, the previous Emergency Services Coordinator (9410) position description has been retitled and revised to, “Emergency Management Coordinator” (9400). This change more closely aligns with similar positions around the Commonwealth and incorporates language to strengthen the fire/rescue experience and skill set. Changes recommended by FRA membership have been incorporated and the region’s VDEM Coordinator has also reviewed and concurred with the update. The Position’s grade and pay have not changed.

With no discussion,

**MOTION**

Mrs. Eager moved to approve Position Description #9400, Emergency Management Coordinator, as presented, replacing Position Description #9410, Emergency Services Coordinator. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None.

ABSENT: None.

*Resolution to Initiate Rezoning for Tax Map Parcel 4-A-27A*—Brad Robinson, Senior Planner brought forward a request to rezone Tax Map Parcel 4 – A – 27A. Mr. Robinson noted that this request is a different process from the typically rezoning process. State Code allows a local governing body to initiate the rezoning of a property.

**MOTION**

Mr. O’Brien moved that the Board of Supervisors adopt a resolution entitled, “A RESOLUTION TO RECOMMEND AN AMENDMENT TO THE FLUVANNA COUNTY ZONING MAP FOR TAX MAP PARCEL 4-A-27A.” Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*FY18 BOS Contingency Budget Transfer*—Mary Anna Twisdale, Management Analyst, requested a transfer from the FY18 BOS Contingency to reimburse Company 1, Palmyra Fire for Brush 10. The truck will then be transferred to the Public Works department.

With no discussion,

**MOTION**

Mrs. Eager moved the Board of Supervisors approve a budget transfer of \$20,000 from FY18 BOS Contingency to the FY18 Fire and Rescue Budget to reimburse Company 1, Palmyra Fire, for Brush 10 which will be transferred to the Fluvanna County Public Works Department. Mr. O’Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

*Appointment to the Fluvanna Partnership for Aging – Fork Union District*—Steven M. Nichols, County Administrator presented the slate of candidates seeking appointment to the Fluvanna Partnership for Aging – Fork Union District representative. The Fork Union District position has been vacant since Dec 31, 2016 when the term held by Joan Talley expired. The following Fluvanna Residents have indicated an interest in serving on the Fluvanna Partnership for Aging – Fork Union District:

- Susan A. VonderBecke

With no discussion,

**MOTION**

Mrs. Booker moved to appoint Susan VonderBecke as the Fork Union District Representatives to the Fluvanna Partnership for Aging, formerly held by Joan Talley, for a term to begin November 1, 2017 and to terminate December 31, 2020. Mr. Weaver offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien and Weaver. NAY: None. ABSENT: None.



Board of Supervisors Minutes  
*Zion Crossroads Water/Sewer System Project – Final Design, Invitation for Bids, and Property Acquisition* - Wayne Stephens, Public Works Director/County Engineer presented the final design of the Zion Crossroads Water/Sewer System Project.

- Mr. Stephens reported:
1. The final plans, specifications, design elements and estimated cost for the Zion Crossroads Water and Sewer Projects have been received.
  2. If approved, staff will need to begin the Invitation For Bid (IFB) process to select a contractor(s) to construct the project.
  3. County staff and the County Attorney will then begin the process of coordinating the acquisition of all property interests, easements, and rights-of-way necessary for the construction of the Zion Crossroads Water and Sewer Projects.
  4. Debt financing has already been issued for the project, along with necessary cash funding contributions as will be determined by the BOS.

	A	B	C	D	E
	<b>Zion Crossroads Water &amp; Sewer System Project Budget</b> Updated: October 26, 2017	<b>Water System Total Costs</b>	<b>Sewer System Total Costs</b>	<b>Water System West Extension Total Costs</b>	<b>TOTAL PROJECT COSTS</b>
1					
2					
3	<b>DESIGN</b>				
4	Preliminary Engineering Report (PER)	\$ 27,600	\$ 18,400		\$ 46,000
5	PER Validation	\$ 13,530	\$ 9,020		\$ 22,550
6	Geotechnical Engineering	\$ 31,745	\$ 19,920	\$ 5,150	\$ 56,815
7	Bidding Services	\$ 11,592	\$ 7,728		\$ 19,320
8	Permitting	\$ 17,826	\$ 11,884	\$ 8,300	\$ 38,010
9	Design	\$ 242,473	\$ 152,402	\$ 37,880	\$ 432,755
10	Aerial Surveying	\$ 20,736	\$ 13,824		\$ 34,560
11	Ground Surveying	\$ 65,878	\$ 39,552	\$ 22,950	\$ 128,380
12	Real Estate Acquisition Services (est.)	\$ 30,000	\$ 20,000	\$ 5,000	\$ 55,000
13	Land / Right of Way Acquisition (est.)	\$ 90,000	\$ 60,000	\$ 15,000	\$ 165,000
14	Wetland Mitigation Credits (est.)	\$ 2,400	\$ 1,600	\$ 500	\$ 4,500
15	Legal (est.)	\$ 66,000	\$ 44,000	\$ 10,000	\$ 120,000
16	Local Costs of Issuance	\$ 21,000	\$ 14,000		\$ 35,000
17	<b>Design Subtotal</b>	<b>\$ 640,780</b>	<b>\$ 412,330</b>	<b>\$ 104,780</b>	<b>\$ 1,157,890</b>
18					
19	<b>CONSTRUCTION PHASE SERVICES</b>				
20	Construction Administration	\$ 156,894	\$ 104,596	\$ 19,215	\$ 280,705
21	Construction Inspection	\$ 224,640	\$ 149,760	\$ 19,215	\$ 393,615
22	<b>Construction Phase Services Subtotal</b>	<b>\$ 381,534</b>	<b>\$ 254,356</b>	<b>\$ 38,430</b>	<b>\$ 674,320</b>
23					
24	<b>CONSTRUCTION (Est.)</b>				
25	Elevated Water Storage Tank	\$ 2,239,400			\$ 2,239,400
26	Water Booster Station	\$ 642,600			\$ 642,600
27	Water Main	\$ 2,567,000		\$ 549,000	\$ 3,116,000
28	Wastewater Pump Station		\$ 888,000		\$ 888,000
29	Wastewater Force Main		\$ 2,965,000		\$ 2,965,000
30	<b>Water &amp; Wastewater Construction Subtotal</b>	<b>\$ 5,449,000</b>	<b>\$ 3,853,000</b>	<b>\$ 549,000</b>	<b>\$ 9,851,000</b>
31					
32	<b>CONSTRUCTION CONTINGENCY</b>				
33	Construction Contingency (10%) + OH/Profit (15%)	\$ 558,120	\$ 372,080	\$ 82,350	\$ 1,012,550
34	<b>Construction Contingency Subtotal</b>	<b>\$ 558,120</b>	<b>\$ 372,080</b>	<b>\$ 82,350</b>	<b>\$ 1,012,550</b>
35					
36	<b>TOTALS</b>	<b>\$ 7,029,434</b>	<b>\$ 4,891,766</b>	<b>\$ 774,560</b>	<b>\$ 12,695,760</b>
37		<b>Existing Cash Funded</b>			<b>\$ (778,390)</b>
38		<b>Remaining Funds Needed</b>			<b>\$ 11,917,370</b>
39		<b>Debt Proceeds - Funds Available</b>			<b>\$ (8,505,053)</b>
40		<b>County Cash Funding Requirement</b>			<b>\$ 3,412,317</b>

MOTIONS  
Mrs. Booker moved that the Board of Supervisors accept and approve the plans, specifications, design elements and estimated cost for the Zion Crossroads Water and Sewer Projects as submitted by staff to the Board, and authorize the County Administrator to approve technical, conforming, and other amendments thereto, consistent with the scope of the Projects. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,



Mr. O'Brien moved that the Board of Supervisors authorize and direct staff to develop and issue one or more invitations for bids to construct the Zion Crossroads Water and Sewer Projects, subject to approval as to form by the County Attorney. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

And,

Mrs. Eager moved that the Board of Supervisors direct staff and the County Attorney to begin the process of coordinating the acquisition of all property interests, easements, and rights of way necessary for the construction of the Zion Crossroads Water and Sewer Projects, including but not limited to initiating procurement of title, appraisal and other related services. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

## **8 – PRESENTATIONS**

*Charlottesville Area Alliance (CAA)* – Sue Friedman, President/CEO, Alzheimer's Association, Central and Western Virginia, and Chip Boyles, TJPDC Executive Director, came before the Board to present a request of support from the Board for the Charlottesville Area Alliance (CAA.) The Charlottesville Area Alliance (CAA) is a regional initiative working toward developing age-friendly communities. Local jurisdictions, non-governmental organizations, healthcare institutions and businesses are joining to meet this goal. Fluvanna County's leadership support and involvement is an important component to reaching CAA's goals at the regional level. The Charlottesville City Council, Albemarle County Board of Supervisors and Thomas Jefferson Planning District Commission Board have each passed Resolutions of support and involvement with CAA. The JABA Board has also approved a Resolution of support and involvement. At the end of the presentation, the Board by majority, indicated an interest in adopting a resolution of support. Mr. Nichols noted that the item would return to the Board as an Action Item at the next meeting.

*VDOT Quarterly Report*—Alan Saunders, VDOT Resident Engineer, Louisa Residency provided an update of projects and safety improvements in Fluvanna County. Mr. Saunders also provided an update on traffic fatalities in the County, noting there have been two fatalities during the last four months.

*Broadband Access Taskforce (BAT) Final Report*— Jason Smith, Community & Economic Development Director, Mike Feazel, Citizen Member, and Michael Aquilino, Citizen Member presented an assessment of the County's current Broadband status, identified gaps and needs, and presented options for improvement for possible broadband expansion(s). Following a thorough review of a Citizen Survey, an outline of needs, and potential funding sources, the Taskforce presented four options and made a recommendation for moving forward. The options presented were:

- Begin RFP process to solicit partnership possibilities (Low cost/no cost) - Recommended
- Make no further moves
- Implementation plan (≤ \$50,000 & could discourage potential broadband providers)
- Create an Authority

Following general discussion, the Taskforce indicated that Staff would return to the Board with a request for specific action in the near future.

*Carysbrook Softball Field Upgrades* – Aaron Spitzer, Parks & Recreation Director, and Chris Fairchild, Community Representative, presented a request to repair and improve the Carysbrook Softball Field. Proposed repairs and improvements included:

- Lowering the infield
- Leveling the outfield

Mr. Fairchild presented this request for repairs and improvements in terms of a loan provided by the County, which would then be paid back to the County over a term of five years, with interest. Acknowledging the substantial commitment made to the ballpark and the County by the Fluvanna Girls' Softball League, Mr. Payne indicated that the Board has no authority to loan funds to a private entity. However, it was also noted that any citizen who wishes can make voluntary contributions to the County, may do so. Upon consensus, the Board indicated a willingness for Parks and Recreation to move forward with the proposed improvements.

*FCPS Preliminary FY19 Budget Focus* – Chuck Winkler, Superintendent of Schools gave a preliminary overview of the Fluvanna County Public Schools FY19 Budget.

2016-2017 Points of Pride:

- ALL Schools are fully accredited for the 4th Consecutive Year. One of only 22 out of 132 school divisions who have achieved this benchmark;
- 97.4% On-Time Graduation Rate – 4<sup>th</sup> highest rate in the Commonwealth;
- 99% of Career and Technical Education (CTE) Program completers earned an Industry Credential for the Class of 2017;
- Fluvanna surpasses the State average in graduates earning an Advanced Studies Diploma;
- Fluvanna surpassed State and National averages for public school performance on the Scholastic Aptitude Test (SAT);

Board of Supervisors Minutes

- Twenty-one percent of Advance Placement Test Takers earned AP Scholar Awards.

Potential Challenges for FY19 Budget:

- Health Insurance Rate Increase;
- Staff Compensation;
- Utility Savings;
- Propane Usage;
- VRS Rate for FY2019;
- State Budget Allocations;
- Revisions to Standards of Quality requiring increase in professional staff.

Budget Priorities for FY2019

Priority	Estimated Cost
Adjustments to Scale B	\$100,000
Step Increase for All Staff	\$220,000
1% Raise for All Staff	\$280,000
Health Insurance Increase 15%	\$600,000
Increase Teaching Staff for student and program needs	\$210,000
Technology- Teacher Laptop Replacement	\$100,000
VRS Increase?	TBD
Possible SOQ Changes	*\$710,000
<b>TOTAL (Est.)</b>	<b>\$2,220,000</b>

9 - CONSENT AGENDA

The following items were discussed before approval:

- CRM - Demolition of the Old Maintenance Shop at Carysbrook*—Wayne Stephens, Director of Public Works & County Engineer
- CRM - Pleasant Grove House Foundation Improvements*—Wayne Stephens, Director of Public Works & County Engineer

The following items were approved under the Consent Agenda for November 1, 2017:

- Minutes of October 18, 2017*—Kelly Belanger Harris, Clerk to the Board
- CRM - Demolition of the Old Maintenance Shop at Carysbrook*—Wayne Stephens, Director of Public Works & County Engineer
- CRM - Pleasant Grove House Foundation Improvements*—Wayne Stephens, Director of Public Works & County Engineer
- CRM - Security Evidence Storage at Public Safety Building*—Wayne Stephens, Director of Public Works & County Engineer
- CRM - Security Fencing Replacement-Expansion at Public Safety Building*—Wayne Stephens, Director of Public Works & County Engineer
- FY18 FCPS Families Learning Together BAMA Works Supplemental Appropriation*- Brenda Gilliam, FCPS Executive Director for Instruction and Finance
- FY18 FCPS Families Learning Together Dollar General Literacy Foundation Grant Supplemental Appropriation* - Brenda Gilliam, FCPS Executive Director for Instruction and Finance
- FY18 FCPS School Security Equipment Grant Supplemental Appropriation* - Brenda Gilliam, FCPS Executive Director for Instruction and Finance
- Open Space Contract Application (Byrd)*—Andrew M. Sheridan, Commissioner of the Revenue

MOTION

Mrs. Booker moved to approved the consent agenda, for the November 1, 2017 Board of Supervisors meeting. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

*Special Use Permit Process Authorization for The Light Academy Inc.* – Steve Nichols, County Administrator presented a request to authorize The Light Academy Inc., to proceed with a Special Use Permit. The Light Academy Inc. is the contract purchaser of the former Cunningham School. The County, as current record owner, may consent to The Light Academy Inc. filing a special use permit related to the property prior to formal closing. This action would allow the prospective owners to proceed with the SUP process after the County receives a

## Board of Supervisors Minutes

November 1, 2017

fully executed contract. However, there is nothing in this authorization that is intended to be an approval of any special use permit by the County or any waiver of any procedure or rules relating thereto.

With no discussion,

MOTION

Mrs. Eager moved to authorize The Light Academy Inc. be allowed to proceed with the Special Use Permit Process (SUP) for the property known by the current street numbering as 479 Cunningham Road, Palmyra, Virginia 22963, subject to Fluvanna County's receipt of a fully executed purchase contract. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Boards and Commissions Compensation*—Mr. O'Brien requested review of compensation for Board members who sit on other Boards and Commissions that financially compensate its members. Specifically, Mr. O'Brien wanted to know whether compensation is provided per attended meeting, or annually regardless of attendance. For BOS appointments on other boards and commissions, Mr. Nichols reported that the BOS representative on the Jail Authority is paid by the meeting attended. There are only two other BOS roles where remuneration is involved – the Planning Commission and the Social Services Board – members on both of which are paid a set annual amount, divided over 26 pay periods, regardless of attendance.

**12 - PUBLIC COMMENTS #2**

At 7:39pm Chair Sheridan opened the second round of Public Comments.

- Michael Aquilino, BAT member, offered further opinions and personal experiences related to broadband access in the County. Mr. Aquilino advocated for a satellite option for broadband.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 7:49pm.

MOTION TO EXTEND

Mr. O'Brien moved to extend the meeting until 10:00pm. Mr. Weaver provided second and the motion passed unanimously. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

**13 - CLOSED MEETING**MOTION TO ENTER INTO A CLOSED MEETING

At 7:50pm, Mr. O'Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3, A.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate, Investment of Funds, and Litigation. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 9:25pm, Mr. O'Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting." Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

MOTION

O'Brien moved to approve a Resolution in Opposition to a Proposed Rate Increase by Aqua Virginia, Inc. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None ABSENT: None.

**14 - ADJOURN**MOTION:

At 9:33pm Mr. O'Brien moved to adjourn the regular meeting of Wednesday, Date. Mrs. Eager seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_  
John M. Sheridan  
Chair

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB K**

<b>MEETING DATE:</b>	December 6, 2017				
<b>AGENDA TITLE:</b>	Approval of Open Space Contract for Daniel H. Barber				
<b>MOTION(s):</b>	<b>I move to approve the open space contract for Daniel H. Barber for tax map parcel 20-19-5A; agreement shall remain in effect for a term of fifteen (15) consecutive years.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>X</b>	
<b>STAFF CONTACT(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>PRESENTER(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	This property qualifies for an open space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	-Daniel H. Barber's executed open space contract -Map of tax map parcel 20-19-5A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



## CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

**THIS AGREEMENT**, made this 5<sup>th</sup> day of November, 2017, by and between Daniel H. Barber, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

**WHEREAS**, the Grantor owns certain real estate, described below, hereinafter called the Property; and

**WHEREAS**, the County is the local governing body having real estate tax jurisdiction over the Property; and

**WHEREAS**, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

**WHEREAS**, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

**WHEREAS**, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

**NOW, THEREFORE**, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 20-19-5A (12.062 acres)

2. The Grantor agrees that during the term of this agreement:
  - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
  - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
  - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
    - 1) on the Property as of the date of this agreement; or
    - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
  - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
  - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

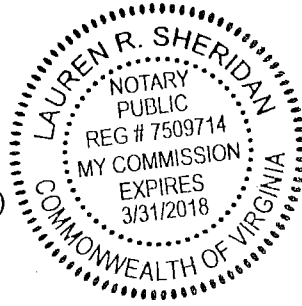
- F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.
  - G. The Grantor may engage in agricultural, horticultural or silvicultural activities and remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
  - H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
  - I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
  - J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
  - K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a terms of Fifteen (15) consecutive years.



[Signature]

Landowner

(SEAL)



\_\_\_\_\_  
Co-owner (s) (SEAL)

**STATE OF VIRGINIA  
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Daniel Barber, Landowner (s)

on this 6<sup>th</sup> day of November, 2017.

My commission expires: March 31, 2018

[Signature]  
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: \_\_\_\_\_  
County Administrator

**STATE OF VIRGINIA  
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

\_\_\_\_\_, Fluvanna County Administrator

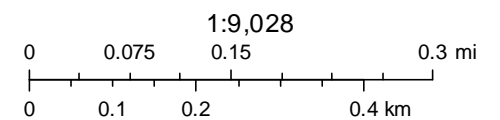
on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires: \_\_\_\_\_

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



November 27, 2017



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

## TAB L

<b>MEETING DATE:</b>	December 6, 2017				
<b>AGENDA TITLE:</b>	VDOT Secondary Street Acceptance Request – Fox Hollow Phase 3				
<b>MOTION(s):</b>	I move the Fluvanna County Board of Supervisors adopt the resolution entitled "A Resolution To Take Streets In Fox Hollow – Phase 3 Subdivision Into The Secondary System Of Highways In Fluvanna County, Virginia."				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		XX			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Jason Stewart, Planning and Zoning Administrator				
<b>RECOMMENDATION:</b>	Adoption of the Resolution				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	N/A				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Draft Resolution</li> <li>• VDOT Secondary Road Acceptance AM-4.3 - Country Creek Way</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





## BOARD OF SUPERVISORS

County of Fluvanna  
Palmyra, Virginia

### RESOLUTION No. 11-2017

#### **A Resolution to Take Streets in the Fox Hollow - Phase 3 Subdivision into the Secondary System of Highways in Fluvanna County, Virginia**

At a regular meeting of the Board of Supervisors of Fluvanna County held in the Fluvanna County Courts Building at 7:00 PM on Wednesday, December 6, 2017, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

**WHEREAS**, the eligible streets described on the attached VDOT AM-4.3 form, fully incorporated herein by reference, are shown on plats recorded in the clerk's office of the Circuit Court of Fluvanna County; and

**WHEREAS**, the streets described in the Fox Hollow Phase 3 subdivision have been developed in Fluvanna County and the developer has constructed the streets in accordance with the plans submitted to and approved by the Virginia Department of Transportation and the streets have been inspected by the Office of the Land Development Engineer and found to be acceptable in the State Highway System; and

**NOW, THEREFORE BE IT RESOLVED**, on this 6<sup>th</sup> day of December, 2017, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described roads listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

**BE IT FURTHER RESOLVED**, that the Fluvanna County Board of Supervisors guarantees a clear and unrestricted right-of-way, and any necessary easements for cuts, fills, and drainage; and

**BE IT YET FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Land Development Engineer for the Virginia Department of Transportation.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 6<sup>th</sup> day of December, 2017 on a motion by [REDACTED], seconded by [REDACTED], and by the following vote:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						
Donald W. Weaver, Cunningham District						

*Attest:*

---

John M. Sheridan, Chair  
Board of Supervisors  
Fluvanna County, Virginia

In the County of Fluvanna

By resolution of the governing body adopted December 6, 2017

*The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.*

A Copy Testee

Signed (County Official): \_\_\_\_\_

**Report of Changes in the Secondary System of State Highways**

**Project/Subdivision Fox Hollow**

**Type Change to the Secondary System of State Highways:**

**Addition**

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: New subdivision street

Pursuant to Code of Virginia Statute: §33.2-705

**Street Name and/or Route Number**

**◆ Country Creek Way, State Route Number 1057**

Old Route Number: 0

- From: Rte 1050 Fox Hollow Lane  
To: end of cul de sac, a distance of: 0.69 miles.  
Recordation Reference: PB 1, pg 327-331  
Right of Way width (feet) = 50

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB M**

<b>MEETING DATE:</b>	December 6, 2017					
<b>AGENDA TITLE:</b>	FCPS FY18 Title IV Part A- Student Support and Academic Enrichment Grant					
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$10,000 to the Fluvanna County Public Schools FY18 instruction budget for funds received from the Title IV Part A- Student Support and Academic Enrichment Grant</b>					
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>			
		X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other	
				<b>X</b>		
<b>STAFF CONTACT(S):</b>	Mary Anna Twisdale, Management Analyst					
<b>PRESENTER(S):</b>	Brenda Gilliam, FCPS Executive Director					
<b>RECOMMENDATION:</b>	I recommend approval of the motion as stated above.					
<b>TIMING:</b>	Routine					
<b>DISCUSSION:</b>	<p>Fluvanna County Public Schools will receive \$10,000 in new FY18 funding from the Title IV Part A- Student Support and Academic Enrichment Grant. There is no local match.</p> <p>FCPS FY18 Federal Revenue will increase from \$1,155,438 to \$1,165,438</p> <p>FCPS FY18 budget will increase from \$39,729,787 to \$39,739,787.</p>					
<b>FISCAL IMPACT:</b>	Approval of this supplemental appropriation will authorize staff to increase Other Local Revenue and Instructional Expense by \$10,000.					
<b>POLICY IMPACT:</b>	N/A					
<b>LEGISLATIVE HISTORY:</b>	N/A					
<b>ENCLOSURES:</b>	None					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other	
		<b>X</b>				



## FLUVANNA COUNTY PUBLIC SCHOOLS

14455 JAMES MADISON HIGHWAY  
PALMYRA, VIRGINIA 22963

Phone: (434) 589-8208 Fax: (434) 589-2248

TO: Eric Dahl, Deputy County Administrator/Finance Director, Fluvanna County

FROM: Brenda Gilliam, Executive Director for Instruction and Finance *BIG*

Cc: Steven M. Nichols, County Administrator, Fluvanna County  
Mary Anna Twisdale, Management Analyst, Fluvanna County  
Chuck Winkler, Superintendent Fluvanna County Public Schools

DATE: November 29, 2017

RE: Supplemental Appropriation Request- Title IV Part A

Fluvanna County Public Schools has received a grant for Title IV Part A- Student Support and Academic Enrichment in the amount of \$10,000. There is no local match.

It is requested that the funds be appropriated to the Schools as an increase in the Federal appropriation in the amount of \$10,000

Information:

**Title IV Part A**

Amount:	\$10,000
Source:	Federal
Fiscal Year:	2018
School State Category:	Instruction

The Fluvanna County School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, or any other characteristic protected by law. This commitment will prevail in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. Mr. Don Stribling, Executive Director, is designated as the responsible person (Compliance Officer) regarding assurances of nondiscrimination. Any complaint alleging discrimination based on a disability shall be directed to Ms. Katrina Lee, Director of Special Education (the Section 504 Coordinator). Both may be reached at the following address: 14455 James Madison Highway, Palmyra, VA 22963; telephone (434) 589-8208. The Fluvanna County School Board is an Equal Opportunity Employer.

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB Mc**

<b>MEETING DATE:</b>	December 6, 2017					
<b>AGENDA TITLE:</b>	Reaffirmation of Sale of Former Cunningham School					
<b>MOTION(s):</b>	I move that the Board of Supervisors reaffirm its motion from the September 20th, 2017 meeting approving the sale of the County's real property known as the former Cunningham Elementary School to The Light Academy Inc., a Virginia corporation, for a purchase price of \$118,750.00 under that Contract for Purchase of Real Property dated October 25, 2017, and authorize the County Administrator to sign any survey, deed, and document contemplated by the Contract and any customary closing documents relating to such sale subject to approval as to form by the County Attorney.					
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>			
		X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other	
				XX		
<b>STAFF CONTACT(S):</b>	Eric Dahl, Deputy County Administrator/Director of Finance					
<b>PRESENTER(S):</b>	Eric Dahl, Deputy County Administrator/Director of Finance					
<b>RECOMMENDATION:</b>	Approval.					
<b>TIMING:</b>	Current.					
<b>DISCUSSION:</b>	This action and motion is very similar to the original BOS action on September 20, 2017. However, this reaffirmation apprises the Board and the public that the sale has actually moved forward and incorporates the final Contract language with easement specifics that were much less concrete in the draft contract.					
<b>FISCAL IMPACT:</b>	Purchase price of \$118,750 paid to County at settlement. Potential tax revenues from use of property in future by Purchasers.					
<b>POLICY IMPACT:</b>	N/A					
<b>LEGISLATIVE HISTORY:</b>	N/A					
<b>ENCLOSURES:</b>	None					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other	
	XX	XX				



# **CONTRACT FOR PURCHASE OF REAL PROPERTY**

This **CONTRACT OF PURCHASE OF REAL PROPERTY** (the "Contract") made as of the 25 day of October, 2017 between **THE COUNTY OF FLUVANNA**, a Political Subdivision of the Commonwealth of Virginia, also sometimes referred to as the **BOARD OF SUPERVISORS OF FLUVANNA COUNTY**, a political subdivision of the Commonwealth of Virginia, (the "Seller," whether one or more), whose address is 132 Main Street, Palmyra, Virginia 22963; and **THE LIGHT ACADEMY INC.**, a Virginia non-stock corporation (the "Purchaser", whether one or more), whose address is 6 Centre Court, Palmyra, VA 22963, provides as follows:

**1. REAL PROPERTY:** Purchaser agrees to buy and Seller agrees to sell that land and all improvements thereon known by current street numbering as 479 Cunningham Road, Palmyra, Virginia 22963 less and except that monople and related items as more specifically described in the attached Schedule A (the "Property"); subject to a reservation and grant of an Easement over the property to the Seller as defined in paragraph 13; and subject to that Conterra Agreement as defined in paragraph 14 and that reservation of certain rights to the Seller and other third parties beneficiaries under that Conterra Agreement.

**2. PERSONAL PROPERTY:** The following items of personal property are included in this sale:  
None.

**3. PURCHASE PRICE:** The Purchase Price of the Property is ONE HUNDRED EIGHTEEN THOUSAND SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$118,750.00) (the "Purchase Price") which shall be paid to Seller at settlement by wired funds subject to the prorations described herein.

**4. DEPOSIT:** None.

**5. FINANCING; APPRAISAL:** This Contract is contingent on Purchaser obtaining financing of \$95,000.00 pursuant to that pre-approval letter attached hereto as Exhibit 1; with the remainder of the Purchase Price to be paid from Purchaser's funds. Purchaser is satisfied with the condition of the Property which is sold as is and this contract is not contingent on any appraisals or inspections of the Property of any kind by the Purchaser. Notwithstanding the foregoing, the Purchaser's lender may make reasonable inspections or appraisals required for the financing described in Exhibit 1 ("Lender Inspections") at Purchaser's sole cost and expense. Purchaser agrees to indemnify and hold Seller harmless for any claims, damages, actions, or costs relating to any Lender Inspections or other access by Purchaser or its agents, representatives, employees, officers, invitees, guests, or directors to the Property prior to Settlement; and Purchaser agrees to repair any damages to the Property at Purchaser's sole cost and expense relating to such Lender Inspections and access described supra.

**6. SETTLEMENT; POSSESSION:** Settlement shall be made at the Seller's attorney's office located at 414 East Jefferson Street, Charlottesville, Virginia 22902 on or about December 6, 2017. Possession of the Property shall be given to Purchaser at settlement. At settlement, Seller will deliver the deed described in paragraph 11, an affidavit substantially conforming to the

attached hereto as **Exhibit 2** and Purchaser's title insurance company as to parties in possession and mechanic's liens, applicable non-foreign status and state residency certificates and applicable IRS 1099 certificates. The deed conveying the property shall be by special warranty deed in form solely acceptable to the Seller and Seller's attorney. Notwithstanding any other provision hereof, Exhibit 2 and said deed shall be subject to change based upon the Survey defined in paragraph 13.

**7. EXPENSES; PRORATIONS; ROLLBACK TAXES:** (a) Each party shall bear its own expenses in connection with this Contract, except as specifically provided otherwise herein. Seller agrees to pay the expense of preparing the deed and the recordation tax applicable to grantors, if applicable, and the fees of Seller's attorney; all expenses incurred by Purchaser in connection with the purchase, including without limitation title examination, insurance premiums, survey costs, recording costs and the fees of Purchaser's attorney, shall be borne by Purchaser. Notwithstanding the foregoing, Seller shall cause a boundary survey of the Property to be prepared and a physical survey of a portion of the Property containing the Easement (as defined in paragraph 13 below). All taxes, assessments, interest, rent escrow deposits, and other ownership fees, if any, shall be prorated as of the date of settlement.

**8. NO BROKERAGE FEE:** Purchaser and Seller each represent and warrant that they are not and were not represented by a real estate broker or other agent relating to the sale of this Property and that no commission or fees are owed to any such broker or agent relating to the sale of the Property.

**9. RISK OF LOSS:** All risk of loss or damage to the Property by fire, windstorm, casualty, or other cause is assumed by Seller until settlement. In the event of a loss prior to settlement, the Purchaser may within thirty (30) days of such loss notify the Seller in writing that Purchaser elects to terminate this Contract owing to such material loss. If Purchaser does not so elect to terminate the parties will continue to Settlement at the Purchase Price.

**10. TITLE:** At settlement Seller shall convey the Property to Purchaser by special warranty deed, subject to such restrictive covenants and utility easements of record, subject to the Conterra Agreement as defined below and subject to the Easement as defined below. If the examination reveals a title defect of a character that can be remedied by legal action or otherwise within a reasonable time, then Seller, at Seller's expense may choose to take such action as is necessary to cure such defect (Seller shall have sixty (60) days from notice of the defect to cure the same, referred to herein as the "60-day cure period"). If the defect is not cured within sixty (60) days after Seller receives notice of the defect, then Purchaser shall have the right to (i) terminate this Contract, in which event the Deposit shall be returned to Purchaser, and Purchaser and Seller shall have no further obligations hereunder, or (ii) waive the defect and proceed to settlement with no adjustment to the Purchase Price. Purchaser must act in the manner set forth in (i) or (ii) within twenty (20) days of the expiration of the 60-day cure period or Purchaser shall be deemed to have waived the defect and Purchaser shall proceed to settlement with no adjustment of the Purchase Price. If Seller has agreed to cure such defect, the parties agree that the settlement date prescribed in paragraph 6 shall be extended as reasonably necessary to enable Seller to cure such title defect so long as Seller diligently pursues such cure, but not for more than sixty (60) days unless agreed by the parties in writing. Notwithstanding the foregoing, the special warranty deed conveying the Property shall include that the Property is conveyed subject to those easements, restrictions, reservations, and conditions: (i) disclosed in this Contract, including without limitation the

Easement and the Conterra Agreement, and (ii) contained in such deed and such duly recorded deeds, plats and other instruments constituting constructive notice in the chain of title. By signing this Contract, the Purchaser hereby consents to and accepts all of those easements, restrictions, reservations, and conditions noted in the foregoing sentence; and Purchaser agrees that none of such easements, restrictions, reservations, and conditions is a "title defect" that materially or adversely affect the use of the Property for residential purposes or render the title unmarketable.

**11. MECHANICS LIEN NOTICE:** (a) Virginia law (Section 43-1 et seq.) permits persons who have performed labor or furnished material for the construction, removal, repair or improvement of any building or structure to file a lien against the Property. This lien may be filed at any time after the work is commenced or the material is furnished, but not later than the earlier of (i) 90 days from the last day of the month in which the lienor last performed work or furnished materials or (ii) 90 days from the time the construction, removal or improvement is terminated. **AN EFFECTIVE LIEN FOR WORK PERFORMED PRIOR TO THE DATE OF SETTLEMENT MAY BE FILED AFTER SETTLEMENT. LEGAL COUNSEL SHOULD BE CONSULTED;** (b) Seller shall deliver to Purchaser at settlement an affidavit, in the form attached hereto as Exhibit 2 signed by Seller that no labor or materials have been furnished to the Property within the statutory period for the filing of mechanics' or materialmen's liens against the Property, or if labor or materials have been furnished during the statutory period, Seller shall deliver to Purchaser an affidavit signed by Seller and the person(s) furnishing the labor or materials that the costs thereof have been paid.

**12. DEFAULT:** If Purchaser defaults under this Contract, the Purchaser, in addition to all other remedies available at law or in equity, shall be liable for any damages and all expenses incurred by Seller in connection with this transaction and the enforcement of this Contract, including, without limitation the cost of the survey contemplated hereunder and reasonable attorneys' fees and costs, if any. In any action brought by Seller or Purchaser, under this Contract or growing out of the transactions contemplated herein, the substantially prevailing party on the merits in such action shall be entitled to receive from the substantially non-prevailing party or parties, jointly and severally, in addition to any other damages or awards, reasonable attorneys' fees and costs expended or incurred in prosecuting or defending such action after all appeals and when a final decision has been rendered. The procedure for consideration by the Seller of contractual claims hereunder shall be that set forth in Virginia Code § 15.2-1243, *et seq.*

**13. EASEMENT:** The Seller is having a boundary survey of the Property and a physical survey of that portion of the Property where the ingress and egress easement and the easement surrounding the monopole and related structures, facilities and equipment on the Property (collectively the "Easement Survey") are located for attachment to and incorporation into the special warranty deed contemplated hereunder. The Easement Survey must be acceptable to the Seller in its sole discretion. The Property shall be transferred to Purchaser subject to reservation and grant to Seller of a perpetual nonexclusive easement for access to, installation of, repairs to, maintenance of, and operation of that monopole, related facilities and equipment and addition of a similar replacement pole, tower or communication facility, or expansion, modification or other addition to any such monopole, tower or facility. The Property shall further be transferred to Purchaser subject to reservation and grant to Seller of a perpetual exclusive easement around the existing pole as identified in the Easement Survey. Collectively the easements described in this paragraph 13 are

defined as the "Easement". The parties agree and acknowledge that this Easement is in addition to the Conterra Agreement (defined below in paragraph 14) and is not intended to and does not limit the Conterra Agreement.

**14. CONTERRA AGREEMENT:** The Seller, Conterra Ultra Broadband, LLC ("Conterra") and the Fluvanna County School Board (the "School Board") entered into a Letter of Agreement dated November 12<sup>th</sup>, 2014 related to that Telecommunications Services Agreement dated February 2, 2012 between Conterra and the School Board (collectively the Letter of Agreement and the Telecommunications Services Agreement are referred to as the "Conterra Agreement"). The Conterra Agreement is attached hereto as Exhibit 3. The Purchaser hereby agrees, understands and acknowledges that the Conterra Agreement shall remain in full force and effect and that its use of the Property is subject to such Conterra Agreement and it will not interfere with performance of any party under the Conterra Agreement including without limitation any benefits, obligations, options, or rights thereunder. Further the Conterra Agreement is for the sole benefit of the Seller, the School Board, Conterra and any other beneficiaries noted within the Conterra Agreement and the Seller reserves all rights in the Property necessary for each said party to the Conterra Agreement to carry out any and all rights, obligations, provisions and options thereunder. The Purchaser agrees, acknowledges and understands that it is not being assigned any rights or benefits under the Conterra Agreement and is not a party to the Conterra Agreement. The Conterra Agreement contains provisions which affect the Property including without limitation that: (i) Conterra is permitted to operate and maintain its equipment at the Property, (ii) Conterra is permitted to lease space on the monopole or associated site to third parties, with 20% of the gross proceeds of any such lease payable to the Seller, (iii) the School Board may operate bus repeaters on the monopole, and (iv) entities and persons including Conterra, the School Board and the Seller may inspect, maintain and repair the monopole, and all equipment and associated structures/facilities. The Seller and Purchaser agree that sale of the Property contemplated hereunder shall not change, alter, amend or modify the Conterra Agreement in any way or change the beneficiaries thereunder. The Easement defined above retained by Seller is in no way a limit on the rights, obligations, provision or terms of the Conterra Agreement and the Easement is intended to be a reservation and grant of an easement to the monopole site to the Seller in addition to any and all rights under the Conterra Agreement. Nothing herein shall be read as a limit to the rights, obligations or provisions of the Conterra Agreement. This paragraph 19 shall survive closing and shall continue in full force and effect so long as the Conterra Agreement remains in force and effect, which includes without limitation the initial term and all renewals thereof.

**15. MISCELLANEOUS:** This Contract may be signed in one or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same document. Documents delivered by facsimile machine shall be considered as originals. Unless otherwise specified herein, "days" mean calendar days. For the purpose of computing time periods, the first day shall be the day following the date this Contract is fully ratified. This Contract represents the entire agreement between Seller and Purchaser and may not be modified or changed except by written instrument executed by the parties. This Contract shall be construed, interpreted and applied according to the laws of the Commonwealth of Virginia, and shall be binding upon and shall inure to the benefit of the heirs, personal representatives, successors, and assigns of the parties. Exclusive jurisdiction and venue for any suit related to this Contract shall be the courts of the County of Fluvanna, Virginia. Whenever the context shall so require, the masculine shall

include the feminine and singular shall include the plural. Unless otherwise provided herein, the provisions of this Contract affecting title shall be deemed merged into the deed delivered at settlement and shall not survive settlement. The County of Fluvanna's General Terms, Conditions and Instructions to Bidders and Contractors are incorporated herein by reference as material provisions of this Contract and are available at: [https://www.fluvannacounty.org/sites/default/files/fileattachments/finance\\_department/page/1461/general-terms-and-conditions.pdf](https://www.fluvannacounty.org/sites/default/files/fileattachments/finance_department/page/1461/general-terms-and-conditions.pdf).

IN WITNESS WHEREOF, the following parties have executed this Contract the day and year shown below.

**SELLER:**

The County of Fluvanna

SM Nichols  
 Steven M. Nichols, County Administrator

11/1/17  
 Date

**PURCHASER:**

The Light Academy Inc.

Joyce Parr  
 Print Name: Joyce Parr  
 Title: Director

10/25/17  
 Date

Approved as to form:

Kristina M. Hofmann  
 Fluvanna County Attorney

By Kristina M. Hofmann  
 Assistant County Attorney



# The Light Academy

6 Centre Court  
Palmyra, Virginia 22963  
434-806-2903  
[www.thelightacademy.com](http://www.thelightacademy.com)

Resolution of  
The Light Academy Inc.  
6 Centre Ct.  
Palmyra, VA 22963

Resolved, that

Joyce Parr

Are hereby authorized to sign documents, give information, and execute any documents relating the purchase of the former Cunningham School from Fluvanna County.

I, Neal Ley, treasurer of The Light Academy Inc., do hereby certify that the forgoing is a true copy of a resolution adopted by the board of directors of The Light Academy Inc. on the 23rd day of October, 2017 at which a quorum was present and voted that said resolution is in full force and effect, and the signatures of the board of directors as shown below are genuine.

Neal Ley  
Alex Martinez  
Kathleen Martin-Hance  
Howie Hilsinger  
Joyce Parr

Neal Ley 10/23/17  
Alex Martinez 10.23.17  
Kathleen Martin-Hance 10/23/2017  
Howie Hilsinger 10/23/17  
Joyce Parr 10/23/17



Schedule A

## Legal Description of the Property

Parcel 1 (Tax Map No. 39-A-48) (Cunningham Elementary School)

All that certain tract or parcel of land, with improvements thereon and appurtenances thereto, situated in Fluvanna County, Virginia, on the north side of State Route 697, and heretofore described as follows: All that certain tract or parcel of land, lying and being situate in Cunningham Magisterial District of Fluvanna County, Virginia, lying on the North side of Virginia State Highway No. 6, bounded on the South by said Highway and by the lands of Frank Jackson, and other lands of Roland W. Boggs, containing ten (10) acres, more or less, by survey, a plat of which survey, made by C. E. Watkins, S. F. C. on the 25<sup>th</sup> day of October 1946 is recorded in the Clerk's Office for the Circuit Court of Fluvanna County, Virginia in Deed Book 36, page 289 and as shown in the attached survey entitled "\_\_\_\_\_ " made by Old Albemarle Surveying, LLC on the \_\_\_\_ day of October, 2017 (the "Easement Survey"), recorded herewith; and known by current street numbering as 479 Cunningham Road, Palmyra, Virginia 22963; BEING the same property conveyed to Grantor by deed from the Fluvanna County School Board, also known as the School Board of Fluvanna County, Virginia, a political subdivision of the Commonwealth of Virginia and body corporate, dated January 14, 2015, recorded in the aforesaid Clerk's Office in Deed Book 934 page 130; LESS AND EXCEPT those improvements, fixtures and equipment located within that \_\_\_\_ by \_\_\_\_ foot area surrounding the monopole on the detailed portion of that Easement Survey which shall include without limitation the monopole, equipment shelters and electrical boxes.

**Exhibit 1**





Joyce Parr, M. ED.  
The Light Academy  
6 Centre Ct.  
Palmyra, VA 22968

7/5/2017

RE: Commercial Mortgage

Ms. Parr,

Thank you for meeting with me last week and for the follow up conversations that we have had since, regarding your fine school. In response to your request for financing, I am pleased to offer The Light Academy a PRM APPRAVAL under the terms and conditions set forth in this document. This is NOT a commitment to lend at this time. Certain conditions would still have to be met before such a commitment to fund would be possible. This is, however, an indication that the Bank is very interested in working with your organization on this project. I sincerely hope that you find the proposed terms and conditions to your satisfaction.

#### TERMS AND CONDITIONS

<b>Borrower:</b>	The Light Academy, Inc.
<b>Loan Amount:</b>	Up To \$95,000 (Ninety Five Thousand Dollars)
<b>Loan Purpose:</b>	Finance The Acquisition Of Commercial Real Estate and Improvements.
<b>Loan Term:</b>	60 Month Term With Payments Amortized Over a 15 Year Period.
<b>Interest Rate:</b>	5.75% Fixed For 60 Months.
<b>Loan Fee:</b>	\$850.00 (1% of Loan Amount)
<b>Collateral:</b>	1 <sup>st</sup> DDT On Subject Real Estate (TBD)
<b>LTV %:</b>	Loan Amount Not To Exceed 80% Of The Purchase Price OR Appraised Value (Lower Of). Appraisal To Be Ordered For Bank.
<b>Guarantors:</b>	TBD
<b>Conditions:</b>	TBD

I hope the above terms and conditions will satisfy your finance needs at this time. Please let me know if you have any questions or concerns. Once you have determined the exact location and have a contract or letter of intent, we can move toward a full APPRAVAL of your request. I look forward to working with you on this RE project.

Sincerely,

Don Muscarella  
Senior Vice President  
Commercial Division

**CORPORATE CENTER**  
114 Industrial Dr | PO Box 888 | Loudon, VA | 23093  
540.967.2111 | 800.460.0191 | Fax 540.967.2583

## Exhibit 2

\_\_\_\_\_, 2017  
 CERTIFICATE REGARDING IMPROVEMENTS TO REAL ESTATE  
 AND POSSESSION AFFIDAVIT

With regard to the sale of certain real estate by The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, as referred to as the Board of Supervisors of Fluvanna County, briefly described as: 10 acres more or less in Fluvanna County, Virginia, commonly known as Cunningham Elementary School and located at 479 Cunningham Road, Palmyra, Virginia 22963 (Tax Map No. 39-A-48

By the undersigned, Seller hereby warrants that: (initial only the statement applicable)

- \_\_\_\_\_ No repairs or improvements were made, and no services or materials of mechanics or materialmen were used within the last four months.
- \_\_\_\_\_ Such supplies or services were received within the last four months, but all bills for these have been paid.
- \_\_\_\_\_ Such supplies or services were received, and all bills therefor have not been paid, and they are:

Vendor  
 (use additional sheets if necessary)  
 Seller warrants Seller will pay these bills when received.

Seller also warrants that there are no outstanding leases or agreements, written or oral, unrecorded or otherwise, or other parties than the undersigned Seller in or entitled to possession thereof and that the Seller is entitled to sole and exclusive possession of said property.

[SIGNATURE PAGE TO FOLLOW.]

WITNESS the following duly authorized signature and seal:

THE COUNTY OF FLUVANNA  
(also referred to as the Board of Supervisors of Fluvanna County)

BY: \_\_\_\_\_ (SEAL)  
Steven M. Nichols, County Administrator

STATE OF VIRGINIA

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

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by Steven M. Nichols, County Administrator of The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, also sometimes referred to as the Board of Supervisors of Fluvanna County, on behalf of such entity.

\_\_\_\_\_  
Notary Public **SEAL**

My commission expires:  
Notary registration number:



November 12, 2014

County of Fluvanna  
Attn: Steve Nichols  
132 Main Street  
Palmyra, VA 22963

Re: Letter of Agreement

Dear Mr. Nichols:

Conterra Ultra Broadband, LLC ("Conterra") and the Fluvanna County School Board (referred to in the Agreement as "Fluvanna County School District") ("Schools") are parties to a Telecommunications Services Agreement ("Agreement") dated February 2, 2012. It has been brought to the attention of Conterra that Columbia Elementary School ("Columbia"), located at 563 Wilmington Road, Palmyra, VA 22936 and Cunningham Elementary School ("Cunningham"), located at 479 Cunningham Road, Palmyra, VA 22963 will be closing as of July 1, 2013. It is the understanding of Conterra that ownership of the respective properties will be transferred to Fluvanna County ("County"). The provision of Services (defined in the Agreement) by Conterra to Columbia and Cunningham has been terminated.

It is Conterra's and the Schools' desire to enter into a Letter of Agreement with the County to provide for their continuing ability to use, access, and maintain (at the sole cost of Conterra and the Schools, respectively) all of their respective equipment on the sites being transferred to the County. To the extent permitted by applicable law, regulation and ordinance and consistent County policy, the County will provide unprivileged necessary or appropriate documentation as reasonably requested by Conterra related to its provision of services as outlined hereunder.

By signing below, the parties agree that Conterra and the Schools will continue to have access and rights to their respective equipment for purposes of providing and maintaining communications services, subject to the following:

1. As of the date of this Letter of Agreement, Conterra's equipment on the sites consists of Conterra's existing poles and wiring associated with the Schools' bus repeater antennas and the Schools' equipment on the sites consists of the Schools' bus repeater antennas and associated wiring and electrical boxes.
2. Conterra shall have the right to operate, replace, modify and add to its equipment on the sites, subject to the County's prior approval, which shall not be unreasonably withheld or delayed, provided that no additional ground space shall be occupied except as reasonably required for wiring on each site between the electrical box, the pole, and the equipment cabinet referred to in the next sentence. Notwithstanding the foregoing, Conterra may

2101 Bedford Road, Suite 200E • Charlotte, North Carolina • 28211  
704.936.1805 • 704.936.1801 fax  
www.conterra.com

Exhibit 3



install one equipment cabinet not to exceed 3' x 3' on each site in a location approved by the County for the use of Conterra and the Schools. Upon request by the County, Conterra shall install a perimeter fence secured by a locked gate around the base of each pole. The height, configuration, security and access arrangements for such fence and gate shall be subject to approval by the County.

3. During the term of this Letter of Agreement, the Schools shall have the right to operate, replace, modify and maintain their equipment on the poles, provided that no additional ground space shall be occupied except as reasonably required for wiring on each site between the electrical box, the pole, and the equipment cabinet referred to above. In addition, upon request by the County, Conterra shall allow public safety equipment to be installed, operated, replaced, modified and maintained at any then unoccupied attachment locations on Conterra's poles, subject to Conterra's prior approval, which shall not be unreasonably withheld or delayed. Conterra shall have no obligation to repair, replace or maintain equipment of the Schools, public safety equipment, or any associated wiring or equipment cabinet that is not also used by Conterra. For all purposes of this Letter of Agreement, the term "public safety equipment" shall mean "telecommunications equipment utilized by a public entity for the purpose of ensuring the safety of the citizens of the County and operating within a frequency range of, including but not limited to, 150 MHz, 450 MHz, 700 MHz, 900 MHz, 1,600 MHz, VHF, UHF, and any future spectrum allocations at the direction of the FCC."
4. Conterra shall be entitled to lease space on Conterra's poles for the purposes set forth above to third party users at each site. Such users shall be subject to all terms of this Letter of Agreement. Conterra shall give the County not less than two (2) weeks prior notice of the commencement of any such lease. From and after the commencement of any such lease, Conterra shall pay rental of 20% of actual gross revenue per month to the County with respect to each leased site. Any ground space required by such third party user shall be subject to negotiation of a separate lease between the County and such third party user.
5. The initial term of this Letter of Agreement shall expire on January 31, 2019, provided that so long as the pole on a site is used for equipment serving the Schools and/or public safety equipment, this Letter of Agreement shall automatically renew as to the applicable site for up to three (3) additional and successive five (5) year extension terms. In the event that a pole is no longer used for equipment serving the Schools or public safety equipment, this Letter of Agreement shall not automatically renew as to the applicable site, but Conterra shall have the right to extend this Letter of Agreement as to the applicable site for up to three (3) additional and successive five (5) year extension terms after January 31, 2019, by giving the County notice in writing of Conterra's election to extend at least six (6) months prior to the expiration of the initial term or the then current extension term. Conterra and the Schools shall remove their respective equipment from each site within ninety (90) days after the termination or earlier expiration of this Letter of Agreement as to such site. At such time as a pole is no longer used for equipment serving the Schools or public safety



equipment, Conterra shall have the right to terminate this Letter of Agreement as to the applicable site upon at least three (3) months prior notice to the County.

6. The Schools shall relocate the electrical boxes serving the equipment currently located inside each school building to an exterior location approved by the County within three (3) months following the full ratification of this Letter of Agreement. Such electrical boxes shall be metered separately from any other service to the site and paid directly to the utility provider by the users of the equipment served. The Schools and Conterra shall be responsible for the allocation of such charges among any parties with equipment served by the electric utility.
7. Subject to the prior approval of Conterra and the Schools, which shall not be unreasonably withheld or delayed, Conterra and the Schools shall relocate all or any portion of their equipment on a site, including but not limited to the pole, to another location designated by the County in the event that the County determines that the location of such equipment interferes with the future use or development of such site. In the event that either site is divided or the subject of any boundary adjustment, the site referred to in this Letter of Agreement shall thereafter consist only of the parcel of real property on which the equipment is physically located.
8. Conterra and the Schools shall be allowed 24x7x365 access to the sites as necessary to inspect, repair and maintain their respective equipment. Conterra and the Schools shall maintain their respective equipment and immediately adjacent areas at all times in good, safe and sightly condition, and shall comply with all federal, state and local laws, ordinances, rules and regulations applicable to their operations, the sites, and the equipment. Conterra and the Schools shall be solely responsible for obtaining and maintaining any and all permits and approvals, including but not limited to site plan approvals, special use permits and building permits, necessary for their respective continued or future operations at the sites under this Letter of Agreement. Conterra and the Schools expressly acknowledge that their access and rights under this Letter of Agreement are subject to the terms of the zoning ordinance of Fluvanna County, including but not limited to the regulations of the applicable zoning district and of telecommunications facilities, and that, without limitation, any change in use, expansion in use, addition of poles, or switching out of antennas that falls under the domain of such ordinance would require a special use permit as indicated in the ordinance. All work by Conterra and the Schools shall be carried out in a good and workmanlike manner. Conterra and the Schools shall pay all costs of work promptly when due and shall not allow any lien to attach to all or any portion of the sites. Access, parking and utilities shall be in locations designated by the County and may be relocated from time to time.
9. Conterra, and the Schools until such time as the Schools cease to have equipment on the site, shall maintain at all times, and provide annually and at other times upon request certificates of, liability insurance with a minimum limit of liability of \$1,000,000.00 combined single limit for bodily injury or death/property damage arising out of any one



occurrence covering their respective activities at the sites and naming the Schools, the County and any successor owner(s) of the sites as additional insured(s). Conterra shall cause any third party to whom space on a pole is leased to maintain and provide evidence of insurance as set forth herein. Nothing contained in this paragraph shall be deemed to be a waiver of sovereign immunity by the County or the Schools.

10. Conterra agrees to indemnify, defend and hold harmless the Schools, the County, and their respective board members, employees, agents and representatives, harmless from and against any and all injury, loss, damage or liability (or any claims in respect of the foregoing), costs or expenses (including reasonably attorneys' fees and court costs) arising directly from the installation, use, maintenance, repair or removal of Conterra's equipment or Conterra's breach of any provision of this Letter of Agreement, except to the extent attributable to the negligent or intentional act or omission of the indemnified party. This indemnification shall survive the expiration or other termination of this Letter of Agreement.
11. Conterra and any third party to whom Conterra leases space on Conterra's poles shall install only such after-installed equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards.
12. The rights and obligations of the County may be freely assigned, in whole or in part, to any successor owner of each site. Upon reasonable request and without delay, Conterra and the Schools agree to execute a form of mechanics' lien affidavit, estoppel certificate and/or subordination and non-disturbance agreement for the benefit of any purchaser of or lender to be secured by portion of a site affected by this Letter of Agreement.
13. Conterra will have the right to assign, sell or transfer its rights and obligations under this Letter of Agreement, in whole or part, without the County's consent, to any entity that acquires all or substantially all of Conterra's assets in the market as defined by the Federal Communications Commission in which the applicable site is located. Upon notification to the County following such assignment, transfer or sale, Conterra will be relieved of all future performance, liabilities and obligations to the extent of such assignment, transfer or sale. Tenant may not otherwise assign this Agreement without Landlord's prior written consent, which shall not be unreasonably withheld.
14. Nothing contained in this Letter of Agreement shall be deemed to affect or limit the County's legislative discretion in its capacity as governing body of Fluvanna County, Virginia or the County's right to issue any notices of violations with respect to the subject matter of this Letter of Agreement, including but not limited to notices of zoning violations. Nothing contained in this Letter of Agreement shall be deemed to require the County to issue any permit or governmental approval with respect to the subject matter of this Letter of Agreement.



15. Conterra is a South Carolina limited liability company authorized to do business in the Commonwealth of Virginia and shall maintain such authorization at all times during the term of this Letter of Agreement.
16. This Letter of Agreement shall be governed by the laws of the Commonwealth of Virginia, without regard to its conflict of laws principles. The parties consent to the exclusive jurisdiction of the state courts of and for Fluvanna County, Virginia and waive any objections to venue, jurisdiction or claims of inconvenient forum with respect to such courts.
17. In addition to any other remedies, the substantially prevailing party in any litigation arising hereunder shall be entitled to recover its reasonable attorneys' fees, costs and expenses incurred from time to time at all levels of proceedings, including appeals, collections and bankruptcy.
18. This Letter of Agreement shall bind and inure to the benefit of the parties, their respective successors and assigns with respect to the subject matter hereof.
19. This Letter of Agreement may be executed in separate original counterparts, each of which is deemed to be an original and all of which taken together shall constitute one and the same agreement.
20. Notices under this Letter of Agreement shall be deemed sufficient if in writing and sent by first-class mail, postage prepaid, or nationally recognized overnight courier, postage prepaid, to the parties and addresses set forth below, or such other address as the applicable party shall direct in writing:

a. Conterra Ultra Broadband, LLC  
 ATTN: Angela C. Lee, VP Corporate Counsel & Secretary  
 2101 Rexford Road, Suite 200E  
 Charlotte, NC 28211  
 telephone: 704-936-1806  
 email: alee@conterra.com

b. Fluvanna County School Board  
 ATTN: Josh Gifford, Network Administrator  
 14455 James Madison Highway  
 Palmyra, VA 22963  
 telephone: 434-591-2061  
 email: jgifford@mail.flvcc.org

c. Fluvanna County  
 ATTN: *Fee Rodich, Purchasing Officer*  
 P. O. Box 540 (street: 132 Main Street)

2101 Rexford Road, Suite 200E • Charlotte, North Carolina • 28211  
 704.936.1806 • 704.936.1801 fax  
 www.conterra.com





Palmyra, VA 22965

telephone: 434-571-1930email: jordan@fluvanna-county.org

Notwithstanding any provision of the Agreement to the contrary, Conterra's and the Schools' rights and obligations with respect to the Cunningham and Columbia sites shall hereafter be solely as set forth in this Letter of Agreement.

The County is not a party to the Agreement and shall have no responsibility thereunder, its rights and obligations to Conterra and the Schools with respect to the Cunningham and Columbia sites being solely as set forth in this Letter of Agreement.

## ACKNOWLEDGED AND ACCEPTED BY:

Conterra Ultra Broadband, LLC

Angela Lee

VP, Corporate Counsel &amp; Secretary

Fluvanna County

Steven M. Nichols

County Administrator

Fluvanna County School Board

Angela Washington

Title: SENIOR BOARD CHAIR

AT/ty

STATE OF North CarolinaCITY/COUNTY OF Mecklenburg to-wit:

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of October, 2014, by Angela Lee, Vice President, Corporate Counsel and Secretary, on behalf of Conterra Ultra Broadband, LLC.



[SEAL]

Notary Public

2101 Rexford Road, Suite 2006 • Charlotte, North Carolina • 28211  
704.936.1805 • 704.936.1801 fax  
www.conterra.com



My commission expires: August 19, 2017  
Notary registration number:

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF Fauquier to-wit:

The foregoing instrument was acknowledged before me this 11 day of December, 2014 by  
Steven M. Nichols, County Administrator, on behalf of Fauquier County, Virginia.

Kelly Belanger Harris  
Notary Public

[SEAL]

My commission expires: 8/21/18  
Notary registration number: 708754





COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF Fluvanna to-wit:

The foregoing instrument was acknowledged before me this 7 day of November, 2017 by Glenn L. Keller, Superintendent (SIC), on behalf of Fluvanna County School Board.

Brandi RA

Notary Public

[SEAL]

My commission expires: April 30, 2018  
Notary registration number: 7366002



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## WAN TELECOMMUNICATIONS SERVICE AGREEMENT

This Telecommunications Service Agreement (the "Agreement") is entered into as of this 2<sup>nd</sup> day of February, 2012 (the "Effective Date"), by and between: Conterra Ultra Broadband, LLC ("CONTERRA"), a limited liability company organized under the laws of the State of South Carolina, with its principal place of business located at 2101 Rexford Road, Suite 200E, Charlotte, North Carolina, 28211, and Fluvanna County School District ("CUSTOMER"), with its principal place of business located at 14455 James Madison Highway, Palmyra, VA 22963. This Agreement sets forth the terms and conditions under which CONTERRA will deploy and provide certain telecommunications and related services described herein (the "Services") for the CUSTOMER and CUSTOMER'S employees, agents and students. CONTERRA and CUSTOMER may be individually referred to herein as "party" or collectively as "parties."

### DEFINITIONS

"USAC" shall mean the Universal Service Administrative Company that administers the Universal Service Fund under the Federal Telecommunications Act of 1996, including the Schools and Libraries Division ("SLD") thereof.

"E-Rate" shall mean the Schools and Libraries Universal Support Mechanism administered by the Schools and Libraries Division ("SLD") of USAC.

"E-Rate Discount" shall mean the discount percentage approved by SLD for the current Funding Year, as defined by SLD, as shown on the Funding Commitment Decision Letter, and for which SLD agrees to provide E-Rate Funding.

"E-Rate Funding" shall mean (i) the agreement by SLD to provide funds through E-Rate to CUSTOMER to subsidize the provision of the Services to CUSTOMER, and (ii) the funds so provided.

"FCDL" shall mean the Funding Commitment Decision Letter issued by SLD to the CUSTOMER and CONTERRA notifying CUSTOMER and CONTERRA of approval by SLD of E-Rate Funding.

"Certification" shall mean the verification by CONTERRA, as acknowledged by CUSTOMER, that the Services meet the performance requirements set forth in Attachment A.

"Deficient Minutes" shall be the total number of minutes in a calendar month that are in excess of the number of minutes of path non-availability permitted by the terms of the Services level standards that CONTERRA is required to meet under the terms of this Agreement.

"Deficiency Credit" shall mean an amount equal to the total number of Deficient Minutes in the calendar month for which such Deficiency Credit is sought multiplied by a fraction of which the numerator is the Monthly Service Fee and the denominator is the number of minutes in the relevant month.

"Infrastructure" shall mean the CONTERRA-owned service delivery infrastructure deployed and maintained by CONTERRA and used in the provision of the Services to CUSTOMER.

"Service Locations" shall mean the location(s) specified in Attachment A at which Service and Infrastructure is deployed.

"Non-Recurring Charge" shall mean that portion of the total charge for the provision of the Services under this Agreement that is designated as the non-recurring charge listed on Attachment A for the use of the Service.

"Monthly Service Fee" shall, during the Initial Term and any extension hereof contemplated by Section 9 of this Agreement, mean the monthly service charge listed on Attachment A. Following the Initial Term and the expiration of any such extensions, the "Monthly Service Fee" shall mean the then current month-to-month service rate set by CONTERRA upon thirty (30) days prior written notice to CUSTOMER.

"Net Discounted Monthly Service Fee" shall mean an amount equal to the Monthly Service Fee less the Conterra 2012

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**E-Rate Discount Amount.**

"Outage Event" shall mean any outage or other loss of the Services, other than any outage that (i) is not reported by CUSTOMER to CONTERRA within five (5) days of occurrence, (ii) is less than one (1) hour in duration, (iii) is attributable to CONTERRA's scheduled network maintenance, (iv) is attributable to failure or outage of related telephone circuits (whether ordered by CONTERRA or CUSTOMER), (v) results from CUSTOMER's applications, equipment or facilities, (vi) results from any act or omission of CUSTOMER or any user of CUSTOMER's equipment or account, or (vii) is due to or occasioned by any riots, wars, acts of enemies, national emergency, acts of vandalism, strikes, floods, fires, hurricanes, tornadoes, acts of God, or by any other cause not within the control of CONTERRA that by the exercise of reasonable diligence CONTERRA is unable to prevent, (viii) results from CONTERRA not having been granted site access by the CUSTOMER, or (ix) results from CUSTOMER'S unauthorized use of equipment or the Services.

"Site Access" shall mean twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year ("24x7x365") access to CUSTOMER premise(s) provided to CONTERRA for routine or emergency maintenance of the CONTERRA network.

"Service Window" shall mean 7:00 a.m. through 5:00 p.m. local time where the Services are being provided, Monday through Friday, excluding federal holidays and other non-work days.

**TERMS AND CONDITIONS****1. Conditions of this Agreement**

- (a) The parties acknowledge that this Agreement is contingent upon CUSTOMER obtaining E-Rate Funding for this project from the SLD.

**2. The Service, Deployment and Access.**

- (a) The Services. Subject to and in accordance with the terms and conditions of this Agreement, CONTERRA shall provide to CUSTOMER at mutually-agreeable CUSTOMER'S designated locations the Services as defined in Attachment A hereto.
- (b) Deployment. CONTERRA, its agent(s) or contractor(s) shall schedule deployment meetings with the CUSTOMER. CONTERRA shall deploy the CONTERRA-owned service infrastructure. CUSTOMER's appointed representative must be present on a regular basis during deployment to be performed by CONTERRA. CONTERRA assumes no liability for files, data, or other information that may be lost on CUSTOMER'S computer system during the deployment process and CUSTOMER agrees to hold CONTERRA harmless for all such lost files, data and other information. After deployment and during the term of this Agreement, CUSTOMER shall provide CONTERRA with 24x7x365 access to CUSTOMER'S premise(s) to inspect, repair and maintain CONTERRA's infrastructure. Upon termination or expiration of this Agreement, or disconnection of the Services, CUSTOMER shall be obligated to return the infrastructure to CONTERRA or to provide CONTERRA with access to CUSTOMER'S premise(s) to recover such infrastructure as CONTERRA in its sole discretion shall decide. CONTERRA shall not be held liable for, nor will CONTERRA restore or reconfigure the CUSTOMER'S new or existing network components after de-deployment. Even if the infrastructure (or any portion of the infrastructure) is or becomes physically attached in any manner to real estate at the Service Location (including any building on such real estate), in no event will the infrastructure be deemed to be affixed to or as a part of such real estate. Rather, the infrastructure is and shall remain CONTERRA's personal property. Alternatively, as a common carrier, CONTERRA may opt to leave the infrastructure at the Service Locations to continue providing services to others. In such event, CONTERRA may continue to make any substitutions to or modifications of and to maintain the infrastructure. The infrastructure shall not be for the exclusive use of the CUSTOMER, but may be used by CONTERRA as CONTERRA shall decide. Throughout the useful life of the infrastructure, CUSTOMER shall supply (or cause to be supplied) electricity to that infrastructure and CUSTOMER grants CONTERRA an exclusive, non-revocable license and easement to use those parcels of real property that CONTERRA deems necessary to install, operate and maintain certain poles and antennas thereon and to place certain buildings or enclosures thereon and such infrastructure as CONTERRA determines may be necessary or compatible with the conduct of CONTERRA's

business. In addition, CUSTOMER grants to CONTERRA an exclusive right to deploy transmission cables and lines between the Infrastructure and between the Service Locations in connection with CONTERRA's use, maintenance, and operation of the Infrastructure. The license or easement granted shall include and also be classified, and documented if necessary, as a leasehold interest for the limited purpose of CONTERRA gaining access to CUSTOMER property to construct, maintain, modify and service CONTERRA-owned and/or provided Infrastructure, thus enabling CONTERRA to comply with State and local construction laws and contractor requirements. As a common carrier, CONTERRA may utilize all of the CONTERRA-owned Infrastructure to serve other customers, and for internal communications for the management and maintenance of its network. It is expressly understood that all rights granted to CONTERRA under this license are irrevocable until thirty years after the expiration or earlier termination of this Agreement, any Amendment thereto, or the provision of Services. CONTERRA may use the Infrastructure and real property for any activity in connection with the provision of other communication services as CONTERRA determines may be necessary or compatible with the conduct of CONTERRA's business. CONTERRA may make any substitutions to or modifications of the Infrastructure as it determines may be necessary or compatible with the conduct of CONTERRA's business. In addition, CONTERRA may lease space on its Infrastructure to a third party.

- (c) Governmental Approval. CONTERRA shall use commercially reasonable efforts to procure, process, or to receive any governmental licenses, permits, consents or approvals necessary for the deployment of the Infrastructure ("Authorizations"). CUSTOMER shall cooperate fully with CONTERRA in order to secure any such Authorizations. In the event that CONTERRA is unable to secure any such Authorizations within a reasonable time and at a reasonable cost (as determined by CONTERRA in its reasonable judgment), CONTERRA may terminate this Agreement by notifying CUSTOMER. All work hereunder which is required by the law of the state within which CUSTOMER is located to be performed by a licensed contractor shall be performed by an appropriately licensed contractor.
- (d) Changes in Deployment. Attachment A includes network design that CONTERRA has determined is necessary to provide the Services to CUSTOMER as required by this Agreement. In the event that CUSTOMER requests that CONTERRA modify that design then CUSTOMER shall be responsible for all costs and related charges associated with any such request. CONTERRA shall only change the design referenced in Attachment A in response to a properly authorized written directive from CUSTOMER.
- (e) Change Order. Any changes requested or required by the CUSTOMER that differ from the network design specified in Attachment A must be properly authorized in a written directive from CUSTOMER. CUSTOMER shall pay, as a relocation or reconfiguration fee, CONTERRA's actual out-of-pocket cost and the cost of all labor and services of any such relocation or reconfiguration ("Costs") plus an additional twenty percent (20%) of the Costs.
- (f) Scalable Broadband Services. CONTERRA's network may be expanded and capacity increased at any time during the term of this Agreement to meet CUSTOMER's requirements. CUSTOMER shall request specific service upgrades based on pricing quoted at time of request. CUSTOMER may add sites (subject to changes in pricing and/or fees) at any time during the term of this Agreement.

### 3. CONTERRA Service Levels, Support, Maintenance and Indemnification

- (a) Availability Commitment. CONTERRA custom engineers each network solution up to 99.995% availability. CONTERRA shall use commercially reasonable efforts to maintain Services availability for the CUSTOMER 100% of the time, except during Outage Events. At CUSTOMER's request, CONTERRA shall calculate the Deficiency Credit for any calendar month. CONTERRA shall credit to CUSTOMER's account as a refund the Deficiency Credit upon written request by CUSTOMER.
- (b) Latency Commitment. CONTERRA's goal is for round-trip transmissions between designated end-points to average thirty-five (35) milliseconds or less except during Outage Events ("Latency Commitment"). The foregoing Latency Commitment is measured by averaging sample measurements taken during the Service Window between hub routers. Upon written request of CUSTOMER, for each minute in the Service Window during a calendar month for which CONTERRA fails to satisfy its Latency Commitment, CONTERRA shall credit to CUSTOMER's account as a refund the total number of latency minutes divided by the total number of minutes during the Service Window in that month.



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- (c) Packet Loss Commitment. CONTERRA's network packet loss between designated end-points shall be limited to 2% or less each day except during Outage Events ("Packet Loss Commitment"). Packet loss is measured by standard, industry-accepted methods and measured during the Service Window between designated end-points. Upon written request of CUSTOMER, for each minute in the Service Window for which CONTERRA fails to satisfy its Packet Loss Commitment during a calendar month, CONTERRA shall refund the total number of minutes where there was a packet loss of more than 2% divided by the total number of minutes during the Service Window in that month.
- (d) CUSTOMER Reporting Commitment. CONTERRA shall provide CUSTOMER at least forty-eight (48) hours advance notice of scheduled outages for network maintenance. The standard weekly maintenance window is Monday through Sunday from 1:00 a.m. to 6:00 a.m. local time. Notice of other scheduled maintenance outages will be provided to CUSTOMER's designated point of contact by telephone, e-mail, fax, or pager as elected by CONTERRA.
- (e) Credit Limit. In no event shall CUSTOMER's total credits for any calendar month exceed the Monthly Service Fee.
- (f) CONTERRA Support. CONTERRA shall, at its option and convenience, repair or replace any infrastructure not functioning in accordance with CONTERRA's published specifications for the Service. CONTERRA shall not provide technical support, maintenance, repair or deployment service for CUSTOMER's software, hardware or equipment unless CONTERRA, in its sole discretion, agrees to do so in a separate written contract. CONTERRA shall provide CUSTOMER support for use of the Services only as, when, and to the extent CONTERRA deems appropriate from time to time in its sole discretion. CUSTOMER support will be available on a commercially reasonable basis via telephone, via electronic mail or through CONTERRA's Internet site ([www.conterra.com](http://www.conterra.com)) ("Internet Site"). Telephone numbers for such CUSTOMER support are posted on the CONTERRA Internet Site and are included in Section 7 of this Agreement. If CUSTOMER's use of the Services requires that CONTERRA visit CUSTOMER's premises for assistance, repair, deployment or correction, CONTERRA shall be entitled to charge CUSTOMER CONTERRA's then prevailing labor rates and related costs for each such visit, and CUSTOMER agrees to pay CONTERRA such charges. CONTERRA does not undertake to correct or repair, and shall have no responsibility for the correction or repair of, software, hardware or equipment that CONTERRA does not supply. CONTERRA will undertake commercially reasonable network management, traffic analysis, operational procedures and user policies to support the service level standards provided in this Section 3.
- (g) CONTERRA Response Times. CONTERRA shall provide a CUSTOMER support service contact point. CONTERRA shall respond within an average of four (4) hours to any CUSTOMER notification, made in this contact point, of any failure of any infrastructure to meet CONTERRA's published specifications for the Service.
- (h) Indemnification. CONTERRA agrees to indemnify and hold harmless CUSTOMER, and its board members, employees, agents and representatives (collectively, "CUSTOMER Indemnitee") against any and all costs, claims, liabilities or expenses that any of the CUSTOMER Indemnitee may incur as a result of, or arising out of, or related to CONTERRA's willful, negligent, tortious or criminal acts or omissions. In the event of any claim, which, if true, would be subject to indemnification hereunder, CUSTOMER or the affected CUSTOMER Indemnitee shall notify CONTERRA and CONTERRA shall cooperate in their defense at CONTERRA's cost and expense.

#### 4. CUSTOMER'S Obligations.

- (a) FCC Form 471 Application Review. CUSTOMER shall promptly notify CONTERRA of any PIA review, Selective Review, audit, or other contact from the SLD during review of its FCC Form 471 Description of Services Ordered which may affect the availability or amount of funds due from the SLD during the term of this Agreement, including any extensions hereof. CUSTOMER shall comply with SLD requests for additional or clarifying information according to E-Rate program rules as established by the FCC and administered by USAC.
- (b) Certification of Services and FCC Form 486. CUSTOMER shall provide prompt acknowledgement of the Certification by CONTERRA of the Services when CONTERRA demonstrates the performance of the Infrastructure in accordance with Attachment A. CUSTOMER shall promptly file FCC Form 486 Receipt of Service Confirmation with USAC. Failure to file the Form 486 in a timely manner may result in CUSTOMER becoming liable to CONTERRA for the discounted portion of any funds due hereunder.

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**(c) Payment**

- i. **Non-Recurring Charge.** Upon Certification of the Services, CONTERRA shall invoice CUSTOMER the applicable Non-Recurring Charge specified in Attachment A of this Agreement, discounted by the percentage rate of CUSTOMER's E-Rate Discount as shown on the then-current FCDL or CUSTOMER's Form 471 application, if not yet funded. The balance of such funds shall be paid through the E-Rate program, and CUSTOMER appoints CONTERRA its attorney-in-fact to take such actions as are reasonably necessary to collect the undiscounted portion of the Non-Recurring Charge. If applicable, CONTERRA will invoice CUSTOMER on a per site basis until all sites are operational.
  - ii. **Monthly Service Fee.** CONTERRA shall invoice CUSTOMER each month in advance the Monthly Service Fee as shown in Attachment A of this Agreement discounted by the percentage rate of CUSTOMER's E-Rate Discount as shown on the then-current FCDL or CUSTOMER's Form 471 application, if not yet funded. The balance of such funds shall be paid through the E-Rate program, and CUSTOMER appoints CONTERRA as its attorney-in-fact to take such actions as are reasonably necessary to collect the undiscounted portion of the Monthly Service Fee. If applicable, CONTERRA will invoice CUSTOMER on a per site basis until all sites are operational.
  - iii. **Collection of SLD Funds.** CONTERRA will be responsible for collection of the E-Rate Discount from SLD by filing an FCC Form 474 Service Provider Invoice.
  - iv. **CUSTOMER Ultimately Responsible.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, CUSTOMER IS RESPONSIBLE FOR PAYMENT OF ONLY THE NET DISCOUNTED FEES AS CALCULATED IN ITEM 4 (c) I. and ITEM 4 (c) II. ABOVE.
  - v. **Failure To Pay.** If CUSTOMER fails to pay the Monthly Service Fee within thirty (30) calendar days of the due date, CONTERRA may impose a late fee or disconnect the Services, or both, in its sole discretion. CUSTOMER shall pay CONTERRA such late fees. CONTERRA's late payment fee shall be five (5%) of the Monthly Service Fee.
  - vi. **Re-connect.** If CUSTOMER disconnects the Services or if CUSTOMER'S Services are disconnected due to nonpayment or other breach of this Agreement, and if CONTERRA subsequently agrees to reconnect the Services, CUSTOMER may be charged a fee for reconnecting and reinstalling the Services. Such fee shall be equal to one hundred percent (100%) of the then applicable Monthly Service Fee.
  - vii. **Charges for other services or goods.** From time to time CUSTOMER may decide to select additional services or purchase additional goods offered by CONTERRA or by third parties. The Monthly Service Fee does not cover any such services and goods, and the CUSTOMER shall be charged separately for them. CUSTOMER agrees to pay for such other services and goods that it selects or purchases.
  - viii. **Taxes.** CUSTOMER shall pay all federal, state and local taxes, fees, charges, surcharges or similar exactions imposed on the Services and/or products that are subject of this Agreement including but not limited to state and local sales, use and gross receipts taxes (collectively, "Taxes").
- (d) **E-Rate Applications.** CUSTOMER has an obligation to obtain and maintain E-Rate Funding throughout the term of this Agreement. Failure of CUSTOMER to file all appropriate paperwork within established USAC deadlines and perform all administrative tasks to obtain and maintain E-Rate Funding will result in CUSTOMER becoming liable to CONTERRA for the discounted portion of any funds due hereunder. CUSTOMER also agrees it has an obligation to secure and maintain E-Rate Funding for the entire term of the Agreement, notwithstanding the fact that CUSTOMER's FCC Form 470 Description of Services Requested may have been submitted for a single-year rather than multi-year term.
- (e) **Utilities.** CUSTOMER shall provide electrical services to the CONTERRA infrastructure as required by CONTERRA.
- (f) **Current address and information.** CUSTOMER is required, and agrees, to keep CONTERRA notified in a timely manner of any changes in the information CUSTOMER provides to CONTERRA, including information provided when CUSTOMER initiates use of the Services.
- (g) **Assignment or Sharing of Service.** CUSTOMER may not re-sell, share, sublicense or otherwise distribute the Services, or any portion thereof, to any third party without the prior written consent of CONTERRA.
- (h) **School/Facility Closure.** CUSTOMER shall immediately notify CONTERRA if CUSTOMER becomes aware that the school or facility governed by this Agreement will be closed prior to the term of this



Agreement or any extension. CUSTOMER has the duty to notify CONTERRA as soon as CUSTOMER receives such information. CUSTOMER shall be responsible for all costs and fees associated with the school or facility through the end of Agreement or any extension thereof.

**5. CUSTOMER'S Warranties, Representations and Indemnification.**

- (a) **Warranties and Representations.** CUSTOMER warrants and represents that CUSTOMER shall use the Services only for the originally intended purpose(s), in accordance with this Agreement, all FCC and USAC rules and regulations, and all applicable laws, and CUSTOMER shall make all payments required herein plus any and all applicable Taxes. CUSTOMER warrants that all funds due from CUSTOMER hereunder have been allocated for the uses contemplated in this Agreement or if they have not been allocated, CUSTOMER believes that such funds will be allocated, that there is no current basis to believe that such funds will not be allocated and that CUSTOMER has taken every necessary step to ensure the availability of CUSTOMER funds hereunder.
- (b) **CUSTOMER indemnification.** To the fullest extent allowed by law, CUSTOMER agrees to indemnify and hold harmless CONTERRA, its subsidiaries and affiliates, assigns and the members, officers, directors, employees, contractors, agents and representatives of CONTERRA and its subsidiaries and affiliates (together "CONTERRA Indemnitees") against any and all costs, claims, liabilities or expenses any of the CONTERRA Indemnitees may incur as a result of, or arising out of, or related to: (i) CUSTOMER'S breach of this Agreement or of CUSTOMER'S warranties and representations made herein; (ii) CUSTOMER'S willful, negligent, tortious or criminal acts or omissions; (iii) any improper use of CUSTOMER'S password, name or user name; or (iv) CUSTOMER'S violation of any third party's rights. In the event of any claim, which, if true, would be subject to indemnification hereunder, CONTERRA or the affected CONTERRA Indemnitees shall notify CUSTOMER and CUSTOMER shall cooperate in their defense at CUSTOMER'S sole cost and expense. As part of CUSTOMER'S indemnification obligations, CUSTOMER shall reimburse CONTERRA for any costs that CONTERRA incurs, including complaint fees charged by jurisdictional authorities, network or service providers, and investigation expenses, due to complaints filed regarding CUSTOMER'S activity (or activity for which CUSTOMER is responsible) in using the Services.
- 6. CONTERRA's Ownership of Service Infrastructure, Hardware and Appurtenances.**  
The infrastructure, hardware and appurtenances (to include, but not limited to, radios, antennas, support structures, poles, braces, hangers, racks, cabinets, protection devices, cabling, etc.) to be located on CUSTOMER premises by CONTERRA to provide the Services under this Agreement are, and shall remain, the property of CONTERRA. Additionally, such of these items as CONTERRA may request shall be returned to CONTERRA in good and working condition upon the termination or expiration of this Agreement, or the disconnection of CUSTOMER'S Services. CUSTOMER shall use reasonable care to avoid damaging any and all infrastructure and hardware components of the CONTERRA deployment, and shall not alter, modify, sell, license, lease, assign, encumber, relocate, move or tamper with any of the same. Additionally, CUSTOMER shall be responsible for all costs of repair or replacement of items returned damaged or in poor working condition due to CUSTOMER'S negligence or failure to properly care for said infrastructure, hardware or appurtenances. CONTERRA reserves the right to make modifications to the hardware so as to allow CONTERRA to make use of the infrastructure for purposes of providing services to other entities. In the event that CONTERRA elects to leave any infrastructure on the CUSTOMER's premises after such termination or expiration hereof, CUSTOMER grants CONTERRA an exclusive license to maintain and access such infrastructure for the useful life of same and also agrees to allow CONTERRA to purchase electrical service to maintain such infrastructure at market price for the actual cost of such electrical service used plus an additional twenty percent (20%) of such cost. CONTERRA shall continue to maintain all insurances required hereunder during the duration of this exclusive license.
- 7. Contact Us.**
- (a) **Notices.** All notices, invoices and other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been given only if and when: (i) personally delivered (including by means of a messenger service), or (ii) by United States first class mail postage prepaid (registered or certified) return receipt requested, or (iii) when delivered (and receipted for) by an

**Conterra Ultra Broadband, LLC****Contract Number: 1141**

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overnight delivery service, in each case addressed to the address set forth in the first paragraph of this Agreement.

- (b) **Billing Information, Questions or Concerns.** If CUSTOMER has questions or concerns or simply would like more information about the costs CUSTOMER might incur in using the Services or with CUSTOMER'S particular account, CUSTOMER may contact CONTERRA at 1.877.265.6701.
- (c) **General Information.** For general information about CONTERRA and CONTERRA's services, CUSTOMER may visit the CONTERRA Internet Site or contact CONTERRA at 1.877.265.6701.
- (d) **CUSTOMER Support and Service.** For CUSTOMER service and support, CUSTOMER may contact CONTERRA via telephone, via electronic mail or via the CONTERRA Internet Site. CUSTOMER shall visit the CONTERRA Internet Site for up-to-date contact information.

**8. Disclaimers and Limitation of CONTERRA's Liability.**

- (a) CUSTOMER EXPRESSLY ACKNOWLEDGES AND AGREES THAT (i) THE SERVICES, SOFTWARE, DATA AND ANY OTHER SERVICES, SOFTWARE OR INFRASTRUCTURE PROVIDED BY CONTERRA UNDER THIS AGREEMENT ARE NOT GUARANTEED TO BE ERROR FREE, UNINTERRUPTED, SECURE OR ALWAYS AVAILABLE OR AVAILABLE WITH SUFFICIENT CAPACITY; (ii) THE USE OF THE SERVICES, THE INTERNET, AND ANY SOFTWARE OR INFRASTRUCTURE PROVIDED BY CONTERRA IS AT CUSTOMER'S SOLE RISK; AND (iii) ANY AND ALL CONTERRA SERVICES AND PRODUCTS ARE PROVIDED "AS IS AND AS AVAILABLE" WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, WARRANTIES OF TITLE, NONINFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OTHER THAN WARRANTIES WHICH CANNOT LEGALLY BE EXCLUDED. CONTERRA MAKES NO WARRANTY THAT THE SERVICE WILL WORK ON CUSTOMER'S PARTICULAR COMPUTER, NETWORK OR COMPUTER SYSTEM EXCEPT AS DEFINED BY THE IEEE STANDARD 802.3 DEFINING THE PHYSICAL LAYER AND TRANSPORT LAYER OF ETHERNET. CUSTOMER FURTHER EXPRESSLY ACKNOWLEDGES AND AGREES THAT (i) CONTERRA SHALL HAVE NO RESPONSIBILITY FOR DAMAGE OR DESTRUCTION TO CUSTOMER'S COMPUTER OR NETWORK SYSTEM, DATA, INFORMATION OR INFRASTRUCTURE UNLESS THROUGH NEGLIGENCE ON BEHALF OF CONTERRA; (ii) CONTERRA HAS NO RESPONSIBILITY WHATSOEVER FOR ANY THIRD PARTY CONTENT, DATA, INFORMATION, PROGRAMS OR OTHER MATERIAL THAT CUSTOMER MAY USE WITH OR ACCESS USING THE SERVICES; (iii) IT IS SOLELY THE CUSTOMER'S RESPONSIBILITY TO EVALUATE THE ACCURACY, COMPLETENESS AND USEFULNESS OF ALL OPINIONS, ADVICE, SERVICES, MERCHANDISE AND OTHER INFORMATION PROVIDED THROUGH THE SERVICE OR ON THE INTERNET GENERALLY; AND (iv) IN NO EVENT SHALL CONTERRA BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, ACTUAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS OF ANY KIND WHATSOEVER) ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE DEPLOYMENT, USE, MAINTENANCE, FAILURE, REMOVAL OR OPERATION OF THE SERVICES, SOFTWARE OR INFRASTRUCTURE PROVIDED BY CONTERRA, WHETHER BASED ON CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, EVEN IF CONTERRA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES AND OTHER JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO CUSTOMER AND IN SUCH STATES OR OTHER JURISDICTIONS CONTERRA'S LIABILITY SHALL BE LIMITED TO THE MAXIMUM EXTENT PERMITTED BY LAW.
- (b) SUBJECT TO THE FOREGOING, CUSTOMER EXPRESSLY ACKNOWLEDGES AND AGREES THAT (i) CONTERRA'S MAXIMUM LIABILITY TO CUSTOMER UNDER THIS AGREEMENT OR ARISING OUT OF OR RELATED TO THE SERVICES WILL BE THE AGGREGATE AMOUNT CUSTOMER HAS ACTUALLY PAID TO CONTERRA FOR THE SERVICE; (ii) CONTERRA HAS ESTABLISHED ITS PRICING FOR THE SERVICES AND ENTERED INTO THIS AGREEMENT IN RELIANCE UPON THE LIMITATIONS OF LIABILITY SET FORTH HEREIN, AND THAT THE SAME FORM AN ESSENTIAL BASIS OF THE BARGAIN BETWEEN THE PARTIES; AND (iii) THE LIMITATIONS AND EXCLUSIONS OF LIABILITY AND DISCLAIMERS SPECIFIED IN THIS



TELECOMMUNICATIONS SERVICE AGREEMENT SHALL SURVIVE AND APPLY EVEN IF FOUND TO HAVE FAILED THEIR ESSENTIAL PURPOSE. THE FOREGOING IS SUBJECT ONLY TO THE SPECIFIC SERVICE LEVEL STANDARDS AND REMEDIES SET FORTH IN SECTION 3 ABOVE.

### 3. Term and Termination.

- (a) Services Term of Agreement. The initial term of Services under this Agreement (the "Term") shall begin on November 1, 2012 and, unless earlier terminated as hereinafter provided, shall expire on October 31, 2015 ("Expiration Date"). Upon commencement of Services, CUSTOMER is responsible for and shall provide USAC with the Agreement termination date (within 10 days thereof) via the applicable form(s).
- (b) Extension of Term of Agreement. The initial term or any subsequent term, may be extended by exercising any of the following options:
- (i) CUSTOMER has the option to extend for three (3) extension periods of one (1) year each ("Extension Term"), through the provision of written notice to CONTERRA not less than one hundred eighty (180) days before the Expiration Date or the end of the Extension Term. The Monthly Service Fee shall be adjusted as of the first day of any Extension Term (the "Adjustment Date") so that the Monthly Service Fee shall be increased, but not decreased, by the percentage increase of the Consumer Price Index ("CPI") as measured from the CPI published for January in the calendar year of the commencement of the Service Term to the CPI published for January in the calendar year of the Adjustment Date.
  - (ii) The CUSTOMER may extend the initial contract term, or any extension term if such extension is necessary, to make the term of this agreement coincide with the "funding year" or "implementation period" as defined by E-rate rules.
- (c) Termination by CONTERRA for Loss of E-Rate Funding. The parties acknowledge and agree that this Agreement is contingent upon CUSTOMER filing for and obtaining E-Rate Funding for the Services from the SLD. If E-Rate Funding for this project is not maintained by SLD after the first year of this Agreement, CONTERRA will make all reasonable efforts to maintain Services for CUSTOMER. CUSTOMER may assume full liability for Services or, after the third year of this Agreement, request a re-price of Services. Notwithstanding the above, CONTERRA reserves the right to terminate this Agreement if new payment arrangements cannot be made, and will face no financial penalties by providing prompt written notification of such occurrence to CUSTOMER. In such event this Agreement will terminate on the last day of the fiscal period for which commitments were received, without penalty or expense to CUSTOMER of any kind whatsoever; provided, however, that CUSTOMER will remain liable to CONTERRA for any payments attributable to periods for which E-Rate funds have been committed and CUSTOMER shall be responsible for returning the infrastructure that CONTERRA requests be returned.
- (d) Termination by CUSTOMER. The parties further acknowledge and agree that if the CUSTOMER terminates this Agreement after the network is deployed, CUSTOMER shall pay CONTERRA the cost to de-install the CONTERRA-owned infrastructure and Service plus the non depreciated fully loaded capital cost incurred in deployment of the network. In such event this Agreement will terminate on the last day of the fiscal period for which commitments were received. In addition, CUSTOMER agrees to not procure services from any other provider which are similar or analogous to services provided under this Agreement for the entire unexpired Initial Term of this Agreement.
- (e) Termination by CUSTOMER. If CONTERRA repeatedly and persistently fails to substantially provide the Services as required by the terms of this Agreement, CUSTOMER may terminate this Agreement by written notice to CONTERRA. CUSTOMER shall give CONTERRA ninety (90) days written notice of such intention to terminate and an opportunity to cure any such default. In the event that CONTERRA commences to cure and diligently pursues cure during that ninety (90) day period, then CUSTOMER may not terminate this Agreement.
- (f) Termination by CONTERRA. If CUSTOMER breaches this Agreement, and following a minimum thirty (30) day written notice to CUSTOMER, CONTERRA reserves the right in its discretion to suspend or terminate this Agreement and to disconnect the Services, in whole or in part, with just

Conterra Ultra Broadband, LLCContract Number: 1141

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cause as provided for by this Agreement, and providing the cause has been fully declared to the CUSTOMER, allowing the CUSTOMER thirty (30) days to cure said cause.

- (g) Termination by CONTERRA. If CONTERRA is unable to secure, lease, or provision a third party intermediary site under reasonable terms and conditions as determined in the sole discretion of CONTERRA, and this site is essential to providing the Services, CONTERRA may terminate this Agreement.
- (h) Termination of Agreement in Order to Seek Alternate Services. In the event that this Agreement is terminated under Section 9, CUSTOMER shall not procure services from any other provider which are similar or analogous to the Services provided under this Agreement for the remainder of the initial or any then in effect Extension Term of this Agreement.

10. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Virginia without regard to its conflict of laws principles. The parties consent to the exclusive jurisdiction of the state and federal courts of and for Fluvanna County, Virginia and waive any objections to venue, jurisdiction or claims of inconvenient forum with respect to such courts.

11. Mediation. In the event of an alleged breach of this Agreement by CONTERRA or CUSTOMER or in the event of any other dispute arising out of this Agreement and involving CONTERRA and CUSTOMER such breach or dispute initially shall be submitted to nonbinding mediation prior to the institution of any litigation. The parties agree to utilize the services of a retired judge, or other qualified mediator mutually acceptable to both parties.

12. Miscellaneous.

- (a) Entire Telecommunications Service Agreement. This Agreement constitutes the entire agreement between the parties on the subject matter hereof and may be amended or modified solely by written agreement signed by each of the parties hereto.
- (b) No Third Party Beneficiaries. This Agreement is not intended to confer and does not confer any rights or remedies upon any person or entity other than the parties to this Agreement and the CONTERRA Indemnified Parties.
- (c) Severability. If any part of this Agreement is held invalid or unenforceable, that portion shall be construed in a manner consistent with applicable law to reflect, as nearly as possible, the original intentions of the parties and the remaining portions shall remain in full force and effect.
- (d) No Assignment. CUSTOMER may not assign this Agreement and CUSTOMER'S rights and obligations under this Agreement may not be assigned in whole or in part without CONTERRA's prior written consent. CONTERRA may freely assign this Agreement.
- (e) CUSTOMER Contact. CUSTOMER shall designate a Representative who shall have the authority to represent and bind the CUSTOMER in all of its dealings with CONTERRA, and shall serve as a contact person in the event that CONTERRA needs to contact the CUSTOMER for any reason. Representative's contact information is as follows:

Name: Tosh Gifford

Title: Network Admin

Address: \_\_\_\_\_

Telephone: 434-591-2061

Facsimile: \_\_\_\_\_

E-mail: tgifford@mail.fluco.org

- (f) Replacement of CUSTOMER Representative. In the event that CUSTOMER replaces Representative, it shall appoint a new Representative and provide CONTERRA written notice of such change and the new Representative's contact information within five (5) days.

- (g) Site Specific Services. The Services are provided in the sites initially selected by CUSTOMER and

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reflected on Attachment A. CUSTOMER may not transfer the Services to another location without CONTERRA's prior written consent (even if CUSTOMER moves to a new place of business).

- (h) Information Availability. CONTERRA shall have no obligation to make any specific information, data, service, programs, newsgroups or other material available through the Services and may block any such material in its sole discretion.
- (i) Policies. CONTERRA's Privacy Policy, Acceptable Use Policy and other policies set forth on the CONTERRA Internet Site from time to time are incorporated herein by reference and are an integral part of this Service Agreement.
- (j) Remedies Non-Exclusive. Whenever a remedy is expressly provided to CONTERRA hereunder, such remedy is intended to add rather than to restrict all of CONTERRA's remedies in law and equity.
- (k) No Waiver. If CONTERRA fails, at any time, to enforce any right or remedy available to it under this Agreement, that failure will not be construed to be a waiver of the right or remedy with respect to that or any other breach or failure by CUSTOMER. Any waiver must be in writing and signed by CONTERRA.
- (l) Counterparts. This Agreement may be executed in separate original counterparts, each of which is deemed to be an original and all of which taken together shall constitute one and the same Agreement.

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BY SIGNING BELOW, I AUTHORIZE DEPLOYMENT AND ACKNOWLEDGE THAT I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ALL OF THE PRECEEDING TERMS AND CONDITIONS SET OUT IN THIS AGREEMENT AND THE POLICIES INCORPORATED HEREIN BY REFERENCE.

Fluvanna County School DistrictConterra Ultra Broadband, LLCBy: EDA [Signature]By: W.E. [Signature]Name Edward BoskovicName Van E. SnowdenTitle Director of FinanceTitle Executive Vice PresidentDate 2/7/2012Date 2/7/12



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**ATTACHMENT A****Fluvanna County School District**

Narrative Description: Wide Area Network (WAN) Service including 150 Mbps Connections for 6 sites. This service complies with the Schools and Libraries Division's Wide Area Network (WAN) Fact Sheet.				
Quantity	Product or Service Description	Unit Cost (per location)	Extended Cost	
			Monthly Recurring	Non-Recurring
6	150 Mbps Wide Area Network Services (per month)	\$873.05	\$5,238.48	\$0.00

Service Locations				
Name of Site	Address	City	State	Zip
1. Fluvanna High School/Abrams Building	3717 Central Plains Road	Palmyra	VA	22963
2. School Board Annex (Palmyra ES)	14455 James Madison Highway	Palmyra	VA	22963
3. Fluvanna Middle School	9172 James Madison HS	Fork Union	VA	22955
4. Columbe Elementary School	563 Wilmington Road	Palmyra	VA	22963
5. Cunningham Elementary School	479 Cunningham Road	Palmyra	VA	22963
6. Central Elementary School	3340 Central Plains Road	Palmyra	VA	22963



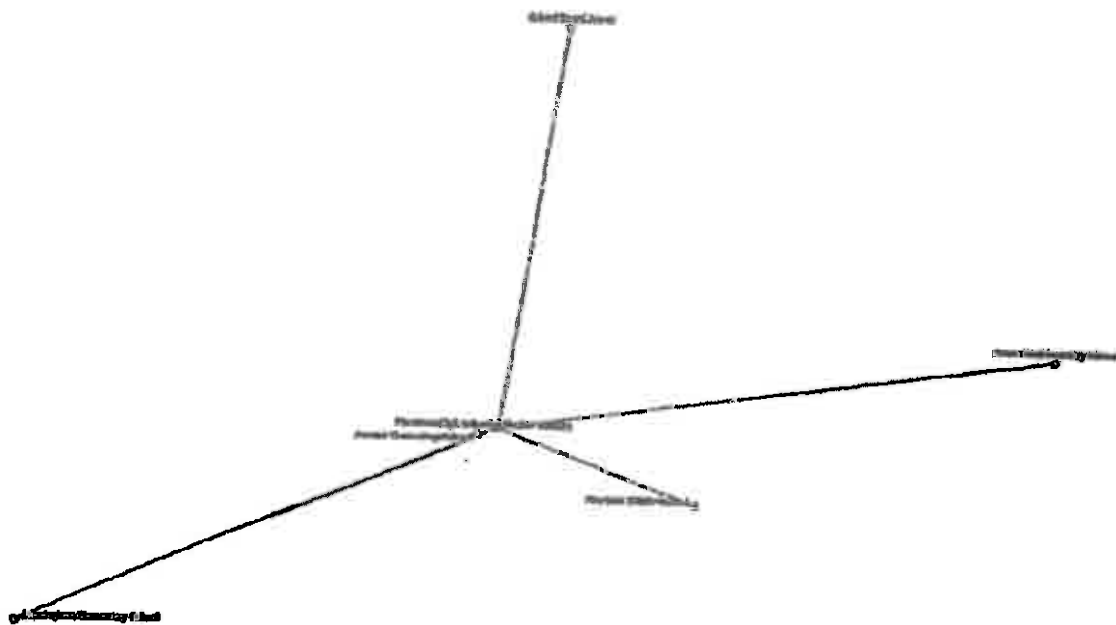
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### NETWORK DESIGN

*Network Design subject to change upon final engineering.*



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Description of Services

The prices in this contract are based on the following assumptions:

- IT Director and/or Superintendent have authority to approve work plans and infrastructure locations.
- CUSTOMER provides assistance and support for zoning and building permits as required by the local municipalities.
- CUSTOMER provides site access as required by CONTERRA personnel and contractors and provides contact names, phone numbers, fax numbers and e-mail addresses.
- Antenna structure or building mount installations are not more than 250' from the identified demarcation point.
- CUSTOMER provides two (2) twenty amp, 110 volt dedicated breakers terminated within five (5) feet of Conterra Infrastructure if an exterior location is used and one (1) twenty amp dedicated 110 volt, breaker with a two position receptacle within five (5) feet of Conterra Infrastructure if an interior location is installed.
- CUSTOMER provides connectivity between CONTERRA and CUSTOMER's equipment with a standard Layer 2 interface in the form of an electrical Ethernet RJ45. This point of demarcation (demarc) is to be located at CONTERRA's direction within eight (8) feet of Conterra Infrastructure.
- CUSTOMER provides a free and clear path from the exterior of the building to interior infrastructure location(s) for all coaxial cable and other necessary cable/wire runs including, but not limited to, building penetrations, inside conduit and proper authorizations from the building owner.
- CUSTOMER provides unobstructed access to the grounds, interior and roof top(s) for infrastructure location and construction regardless of building ownership. Infrastructure may include, but not be limited to antenna mounting structures, cabinets and wall racks.
- Interior environmental conditions conducive to the proper operations of electronics infrastructure.
- CUSTOMER's existing back-up power supply, where available, accepts Conterra's infrastructure.
- All Change Orders will be billed at cost plus 20% and are borne by the CUSTOMER.

Additional Notes on E-Rate Eligible Services

- All infrastructure utilized in the provision of this service belongs to CONTERRA and if physically located at a particular site, is only used as integral component of the eligible Services listed above.
- All on-premise infrastructure which is used by CONTERRA to provide Services listed above is provided by CONTERRA and not by another service provider.
- As clearly indicated in this Agreement, responsibility for maintaining the infrastructure rests solely with CONTERRA and not with another service provider.
- Ownership of CONTERRA's infrastructure will not transfer to the CUSTOMER in the future, and as clearly indicated in this Agreement, CUSTOMER does not have an option to purchase the infrastructure.
- As indicated in Attachment A of this Agreement, all upfront capital charges of CONTERRA's on-premise infrastructure are less than 67% of the total charges (recurring plus non-recurring) in a year.

Conterra Ultra Broadband, LLC

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- CONTERRA's on-premise Infrastructure will not be used by the CUSTOMER for any other purpose other than to receive the eligible Services listed above.
- CUSTOMER's Local Area Network, if any, is functional without dependence on CONTERRA's Infrastructure.
- As indicated in this Agreement, there is no contractual, technical, or other limitation that would prevent CONTERRA from using its network Infrastructure in part for other customers.

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

December 20, 2016

No.	Item
1	FY17 Capital Reserve Memo 2017-12-06
2	FY17 Contingency Balance 2017-12-06
3	Unassigned Fund Balance 2017-12-06
4	
5	
6	
7	
8	
9	
10	

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# COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

P.O. Box 540  
 Palmyra, VA 22963  
 (434) 591-1910  
 Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## MEMORANDUM

**Date:** December 6, 2017  
**From:** Mary Anna Twisdale – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY18 BOS Contingency Balance

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The FY18 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$150,000</b>
Less: Arts Council FY18 Allocation Grant Supplement – 06.07.17	-\$500
Less: Quitclaim and Release for FCSS Building – 08.16.17	-\$11,520
Less: Reimbursement of Legal Fees to Linda Lenherr – 09.20.17	-\$18,132
Less: Reimbursement to Fire for Transfer of Brush 10 to Public Works – 11.01.17	-\$20,000
<b>Available:</b>	<b>\$99,848</b>

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## MEMORANDUM

**Date:** December 6, 2017  
**From:** Mary Anna Twisdale – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY18 Capital Reserve Balances

The FY18 Capital Reserve account balances are as follows:

### County Capital Reserve:

FY17 Carryover	\$134,975
<b>FY18 Allocation:</b>	<b>\$175,000</b>
Plus: Projects Completed July 2017	\$31
Less: Courts Building Well Repairs – 08.02.17	-\$7,800
Less: Bobcat Skid-Steer Major Repairs – 08.02.17	-\$2,400
Less: Additional Historic Courthouse Roof Repairs – 09.06.17	-\$10,000
Less: Courts Building Records Room HVAC – 09.06.17	-\$55,000
Less: Palmyra Rescue Asphalt and Concrete Slab – 09.20.17	-\$39,000
Less: Demolish Old Maintenance Shop and Dispose of Debris – 11.01.17	-\$40,000
Less: Design and Construction of Foundation Underpinning Along Front of Pleasant Grove House – 11.01.17	-\$27,500
Less: Secure Evidence Storage at Public Safety Building – 11.01.17	-\$8,550
Less: Replace Fencing and Expand Impound Lot at Public Safety Building – 11.01.17	-\$15,000
<b>Available:</b>	<b>\$104,756</b>

### Schools Capital Reserve:

FY17 Carryover	\$238,603
<b>FY18 Allocation:</b>	<b>\$75,000</b>

Plus: Projects Completed July 2017	\$1,159
Less: Central HVAC Unexpected Repairs – 07.05.17	-\$6,226
Less: Bus Motor Repair – 10.04.17	-\$20,000
Less: Repair and Resurface FCHS Tennis Courts and Track – 10.04.17	-\$44,400
Less: Replace FCHS Baseball Bleachers – 10.04.17	-\$36,200
Less: Maintenance of Fire Extinguishers – 10.04.17	-\$7,980
<b>Available:</b>	<b>\$199,956</b>

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## MEMORANDUM

**Date:** December 6, 2017  
**From:** Mary Anna Twisdale – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>*FY17 Year End (Unaudited) Unassigned Fund Balance:</b>	<b>*\$4,840,117</b>
Less: FY17 to FY18 Automatic Carryovers	-\$23,862
Less: ZXR Water. & Sewer Sys. Amend. to Agrmt. #3 (Dewberry) – 07.05.17	-\$4,500
Less: ZXR Water & Sewer Sys. Project Agreement #4 (Bowman) – 07.05.17	-\$6,880
Less: ZXR Water & Sewer Sys. Project Agreement #11 (Dewberry) – 07.05.17	-\$51,330
Less: ZXR Water & Sewer Sys. Project Agreement #5 (Bowman) – 07.05.17	-\$22,950
Less: ZXR Water & Sewer Sys. Amend. to Agrmt. #6 (Dewberry) – 09.06.17	-\$13,870
Less: ZXR Water & Sewer Sys. Project FY18 Interest Payments – 09.06.17	-\$224,852
Less: Farm Heritage Museum – 11.15.17	-\$54,470
<b>Current (Unaudited) Unassigned Fund Balance:</b>	<b>*\$4,437,403</b>

\*Audited FY17 Year End Unassigned Fund Balance will be available upon completion of the FY17 CAFR