

# Issue Analysis Form

**Date:** 1/08/2019  
**Item:** Building Entrance & Security Upgrades  
**Lead Department(s):** IT Dept, General Services, Finance  
**Contact Person(s):** Kirsten Cherry; Mike Purvis; Betsy Drewry



## Description and Current Status

Entrance upgrades and security enhancements at 3 county buildings (County Administration, Emergency Communications Center and the Bland Building) are a Capital Improvement Project (CIP) targeted for completion during FY2019 through our FY2019 CIP and budget process.

### The project includes:

- Replacing swipe entry control system (Commander Wnx Access Control System – controls County Administration, Emergency Communications and Samuel L. Bland Building)
- Expansion of swipe entry on three exterior doors (County Administration Building)
- Adding handicap door push button entry switches to two main exterior doors (County Administration Building)
- Software will enable other buildings, such as Fire Station 7, to be controlled onsite and will extend to other fire stations in the future.

The existing Commander Wnx Access Control System is nearing end of life and the County wishes to replace this system with a role-based software system that can support multiple buildings both on campus and remotely.

Handicap access through a push button entry system is needed in the County Administration Building (2 main entrances) to improve entry for citizens with disabilities. Additionally, swipe entry access from three exterior doors in the County Administration building is desired to replace current key-based entry.

The Finance Department researched contract availability, and found a cooperative purchasing opportunity through Chesterfield County with Dominion Lock & Security. The cooperative contract is *Contract #15-1174 for Security and Access Control Systems, Materials and Installation*.

**The total cost for planned upgrades through Dominion Lock & Security is \$63,898.00.**

Dominion's proposal is shown as **Attachment 1**. The recommended source of funding is borrowing / bond issuance in the Spring / Summer of 2019.

Staff is requesting the board to authorize:

- Appropriation of funds through bond issuance in the Spring/Summer of 2019;
- Award of Contract to Dominion Lock & Security using Chesterfield County Contract #15-1174 for Security and Access Control Systems, Materials and Installation pricing;
- A reimbursement resolution for future debt issuance.

**FY2019 Appropriation Entry is:**

**Capital Improvement Fund (Fund 0311)**

Revenues:

0311-40-900-8115-341401      Debt Proceeds      \$ 63,898.00

Expenditures:

0311-01-001-3181-48130      Co Bldg Entrance Upgrades      \$ 63,898.00

**Two resolutions** are included in the board packet. One resolution approves the appropriation and award of contract; the other is a reimbursement resolution which expresses the intent of the County to purchase items now and reimburse themselves with bond proceeds issued in the spring of 2019.

### Government Path

- |  |   |  |
|--|---|--|
| Does this require IDA action?                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does this require BZA action?                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action?  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does this require a public hearing?            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If so, before what date?                       | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |

### Fiscal Impact Statement

The total cost upgrades (the project) is \$63,898.00. Completion of this project does not necessitate a tax increase.

### County Impact

Installation of swipe entry systems will reduce risk of leaving building unlocked after business hours. Installation of an ADA compliant push button entry system at the County Administration building will improve access to citizens with physical limitations (in wheelchairs or motorized scooters or other ambulatory devices) who struggle to enter the building currently. It also provides the latest technology for access systems and replaces a current system that is at the end of its life.

It also allows the County to centralize building security systems to remote buildings. Currently access systems at other locations are from different vendors and can only be programmed onsite manually. County Staff does not have the ability to monitor or program those sites.

## Notes

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 22<sup>nd</sup> day of January, 2019:

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Present:

Vote:

Donald R. Hunter, Chairman  
Floyd M. Brown, Jr., Vice Chairman  
Alan R. Carmichael  
Marlene J. Waymack  
T. J. Webb

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A-3

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; AWARD OF CONTRACT AND BUDGET AMENDMENT AND APPROPRIATION (\$63,898.00 COUNTY BUILDING ENTRANCE UPGRADE PROJECTS)**

WHEREAS, upgrades to County building entrances were included in the adopted County-Wide CIP Plan for FY2019; and

WHEREAS, the upgrade projects are recommended for completion by Dominion Lock & Security, Inc. through a cooperative contract with Chesterfield County (Contract #15-1174); and

WHEREAS, The total estimated cost for these entrance upgrades is \$ 63,898.00; and

WHEREAS, The amount of \$ 63,898.00 will be available with the spring 2019 bond issuance for these projects and their design; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Dominion Lock & Security, Inc. in the amount of \$ 63,898.00 to move forward with these entrance upgrade projects.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 22<sup>nd</sup> day of January, 2019, hereby authorizes the County Administrator to execute a contract with Dominion Lock & Security, Inc. to complete the building entrance upgrades in the amount of \$63,898.00;

AND BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of January, 2019, does hereby authorize and appropriate the following increase of funds within the 2018-2019 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b><u>Capital Improvement Fund (0311)</u></b>		
Revenues:		
0311-40-900-8115-341401	Debt Proceeds	\$ 63,898.00
Expenditures:		
0311-01-001-3181-43130	CIP – County Building Entrance Upgrades	\$ 63,898.00

A Copy Teste:

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Percy C. Ashcraft  
County Administrator

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 22nd day of January, 2019:

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Present:

Donald R. Hunter, Vice-Chairman  
Floyd M. Brown, Jr., Vice Chairman  
Alan R. Carmichael  
Marlene J. Waymack  
T. J. Webb

Vote:

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A-3

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION OF OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES WITH PROCEEDS OF BONDS  
OR OTHER INDEBTEDNESS**

**WHEREAS**, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has previously determined to undertake County Building Entrance Upgrades (the "Purchase");

**WHEREAS**, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$ 63,898.00;

**WHEREAS**, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$ 63,898.00 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

**WHEREAS**, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the "Expenditures") prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

**THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County as follows:

1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the "Bonds") or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$ 63,898.00.

2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.

4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, and certain de minimis amounts.

5. The Board intends that the adoption of this Resolution confirms the "official intent" of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County's counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.

7. This Resolution shall take effect immediately upon its passage.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator



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### Fiscal Impact Statement

The total cost upgrades (the project) is \$63,898.00. Completion of this project does not necessitate a tax increase.

### County Impact

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Board of Supervisors  
County of Prince George, Virginia

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Present:

Donald R. Hunter, Chairman  
Floyd M. Brown, Jr., Vice Chairman  
Alan R. Carmichael  
Marlene J. Waymack  
T. J. Webb

Vote:

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A-3

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

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**WHEREAS**, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$ 63,898.00;

**WHEREAS**, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$ 63,898.00 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

**WHEREAS**, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the "Expenditures") prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

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A Copy Teste:

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Percy C. Ashcraft  
County Administrator