

Regular Meeting
Board of Commissioners
October 10, 2013

Prayer and Pledge to the United States Flag.

Meeting called to order by Chairman Horace Daniel.

Commissioners Horace Daniel, Edward Burten, Frank Simmons, Melton Jones, and Larry Mathis.

Commissioner Simmons made a motion to approve minutes. Seconded by Commissioner Burten. Carried by a show of hands.

Total amount of bills were announced by Chairman Daniel.

Road Department.....	\$90,852.52
Landfill.....	\$45,868.85
E-911 & EMA.....	\$14,198.09
Sheriff Department & Jail.....	\$30,746.76
Courthouse.....	\$31,145.75
Administrative & Other.....	\$239,923.22
Total.....	<u>\$452,735.19</u>

Commissioner Simmons made a motion to approve bills. Seconded by Commissioner Mathis. Carried by a show of hands.

Road Department Update – Dean Davis

Appointments:

1. David Chapman discussed issues with road condition. Afterwards, Mr. Daniels asked Mr. Davis to meet on site with Mr. Chapman and representatives of Thiele Kaolin Company.

Old Business:

1. CSI Software – Commissioner Simmons made a motion to approve purchasing Smart Fusion software (CSI Software). Payment is to be made FY 2014 (see attached bid). Seconded by Commissioner Burten. Carried by a show of hands.

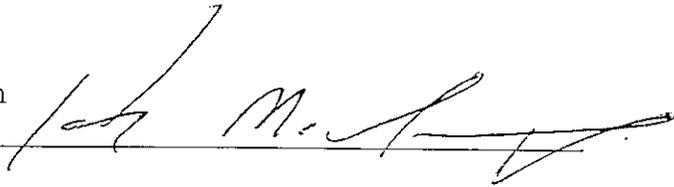
New Business:

1. New Contract -- Commissioner Simmons made a motion to approve new contract with Helton Electric (see attached). Seconded by Commissioner Mathis. Carried by a show of hands.

Chairman Comments:

Meeting Adjourned

10 Minute Public Comment Session
Chairman, Horace M. Daniel



Date 10-18-2013

County Administrator/Clerk, Chris Hutchings



Date 10-18-2013

Board Minutes are unofficial unless signed



Executive Summary and Return on Investment Analysis

for proposed

Harris Local Government Financial Software Project for

Washington County Georgia Board of Commissioners

June 28th, 2013

We, at Harris Local Government, are pleased to propose our comprehensive financial software solution to the Washington County Board of Commissioners. For the county, we are proposing our fully integrated computing solution known as SmartFusion, the flagship product for Harris Local Government. Our proposal also includes implementation and training, data conversion, and the ongoing support and maintenance of the system.

Our proposal is based on our understanding of the specific needs of the county as outlined in the quote along with our expertise in providing solutions to Georgia local governments. Because the county is currently running an IBM mainframe system that may be taken out of production, the ability to convert data will be a key factor in a successful transition. Additionally, our Georgia client base includes many local governments similar in size and complexity to Washington County and many previously used the same software (TBS). This experience ensures that our software and implementation team has the capability to meet the county's goals of improving accountability, efficiency and reducing costs. The fact that TBS is also owned by Harris provides Washington County the unique opportunity to upgrade the current software system at a substantial savings, and have an added layer of expertise regarding the data conversion from the old technology to the new.

The balance of this document provides complete details describing the possible cost savings, work place efficiencies and other benefits attributable to the CSI Software project. We would be happy to answer any questions you may have and look forward to working with you and your staff.

By using the SmartFusion financial application, the county has the potential to save significant taxpayer funds by gaining the ability to improve workflow and reduce paper within several key job areas including: Accounts Payable, Bank Reconciliation, Cash Receipting (General Ledger), and Budget Preparation. Further, increasing the efficiency of the staff by streamlining work processes and eliminating redundancies will reduce the

*attachment
10-10-13*



need for hiring additional staff at an estimated annual cost savings of approximately \$40,000 including benefits.*

Accounts Receivable, a module currently listed as "optional", could be used to generate invoices for various needs the County might have. Bank Drafts could be utilized to allow a customer's payment to be drafted automatically from their bank thus eliminating the need for staff to process payments manually. This benefit would be a cost savings to the citizens of Washington County, by eliminating the need to mail or deliver payments to the County.

Using SmartFusion for AP processing, the county can reduce processing and related paper costs. This is accomplished by ePayments for Accounts Payable to vendors and print previewing reports to the screen instead of actually printing ink onto paper. Additionally, the use of memorized vouchers and voucher templates will greatly reduce the amount of time needed to process AP activities. This feature allows users to create the framework of recurring vouchers along with account distributions and even a default amount if needed. The net result is a quick way for users to enter in payment amounts for invoices that are fixed amounts (such as lease payments) or recurring with different amounts each time (i.e. power bill). If the amounts change, simply leave the template at \$0 and change the amounts when the payment is processed, but the other information remains pre-populated via a drop down menu of voucher templates. According to www.infotrends.com, the average cost of document handling (printing, delivery, routing, pre-processing, form validation, error correction, data entry) ranges from \$0.65 to \$1.89 per document. Using a conservative figure of \$1.27 per document, ePayments for 400 AP checks monthly could lead to a \$6096 annual savings in AP processing/handling costs.* Using ePayments, the result is an additional savings of \$556 annually in reduced check stock needs (cost per box of 5000 checks).

Pressure sealed forms, either pre-printed or blank, can be used to create mailing pieces without the need for an envelope. A pressure sealer machine in your office will be a cheaper way to mail because you do not waste funds on expensive envelopes printed with your organization's name on it. You will eliminate repeatedly handling the mailing pieces by not having to separately fold them, stuff them into the envelope, and sealing. Your staff could save on average 6 to 8 hours monthly preparing AP Checks to mail as the typical folder sealer machine has the capacity to fold/seal 85 documents per minute. There is the added benefit of printing checks on blank check stock making check storage less risky and adding the flexibility of changing banks without having to destroy your unused pre-printed checks. If you so desire, we would be happy to make a recommendation regarding pressure sealer machines as well as provide more details in regards to printing using blank forms and check stock.



By using electronic reports, the county potentially could reduce the need for approximately 60.5 lbs. of paper saving \$181.96 annually.* This is possible due to the ability in Smart Fusion to print preview any report throughout the system, and simply right clicking the mouse, selecting a document type (Word, Excel, PDF, etc) and saving the report. The report can then be sent via email to its intended recipient, with no need to put ink to paper.

Bank Reconciliation - Washington County currently has approximately 25 different active bank accounts. That means there are 25 check books and banks statements to manage. In the current TBS system, there are 3 modules that users must update to accomplish this. With SmartFusion, we can help streamline these tasks in three ways. First, Bank Reconciliation is a single module for clearing checks, deposits, bank fees and in transits, etc. Second, by allowing the system to manage funds at the account level instead of by bank account (where possible), and using "due to and due from" procedures, the county could reduce the number of bank accounts to a few if not one. Currently your staff spends 7 hours per month on reconciling, sometimes even after hours. It may be possible to save up to 5-6 hours per month doing this activity. Third, by using the file to file clearing that is possible with your bank, the county could reduce the possibility of common teller "transposing" errors with the added benefit of "positive pay". Positive Pay is a process of sending a file to your bank with a list of checks that are authorized to clear reducing potential check fraud or theft.

Cash Receipting - Cash receipting is a function of the General Ledger in the SmartFusion software and it's how cash deposits are received into the GL. A big time saver for Washington County would be Cash Receipts templates. This feature allows users to create the framework of recurring receipts along with account distributions and even a default amount if needed. The net result is a quick way to receipt moneys to the ledger and print a receipt where applicable. If the amounts change, simply leave the template at \$0 and change the amounts when receipts are taken but the other information remains pre-populated via a drop down menu of Cash Receipt Templates. Currently, Washington Co staff spends 5 hours every other week on Cash Receipts.

Cost Savings Summary:

Total Potential Savings - $\$40000 + 6096 + 556 + 182 = \$46,834.00$ annually

Total Return on Investment - just under 11 months

As you can see, there are multiple ways to increase productivity and reduce cost by implementing the SmartFusion solution. With our industry leading software coupled with award winning support and a reputation for successful Georgia local government implementations, we are confident we can provide a sound technology foundation Washington County Board of Commissioners can build on.



HARRIS
LOCAL GOVERNMENT

Sources - <http://www.payscale.com/research/US/State=Georgia/Salary> – “Administrative Assistant” position
www.infotrends.com; www.staples.com; www.nacha.org; www.formax.com



Purchase Agreement

Date: 09/03/2013
Expiration Date: 09/30/2013
Contract Number: CM-WSHNGBOC-008

This Agreement between the Washington County GA Board of Commissioners ("Purchaser") and N. Harris Computer Corporation of 2429 Military Road, Suite 300, Niagara Falls, NY 14304 ("Harris") confirms the purchase of the following licensed software products and services:

Software Products

Product Name	Price	Annual Maintenance & Support Fee ¹
Smart Fusion Software - per quote # 43901 (6/27/13)	\$20,857.50	\$5,270.84
Crystal Reports - per quote # 43901 (6/27/13)	\$650.00	
Totals Software and Total Annual Maintenance and Support:	\$21,507.50	\$5,270.84

Professional Services

Description	Hours	Rate	Estimated Cost ²
Professional Services - per quote #43901 (6/27/13)			\$8,900.00
Data Conversion - per quote # 43901 (6/27/13)			\$3,852.00
Total Professional Services:			\$12,752.00

Total Software and Professional Services: \$34,259.50
Annual Maintenance and Support: \$5,270.84

AGREEMENT TERMS AND CONDITIONS:

1. Definition

a. Software Applications. "Software Applications" are the computer programs explicitly listed above in the section titled "Software Products" and those indicated using initials by the Purchaser in the section titled "Software Options".

State Taxes are applicable on prices listed. If the Purchaser is Tax Exempt a valid Tax Exemption Certificate must be provided with this signed Contract in order to avoid taxable billings.

WASHINGTON COUNTY
CONTRACT FOR SERVICES

This Agreement is made this 3 day of October, 2013,
between the Washington County Board of Commissioners, ("Client"), and
Helton Electrical Services, ("Contractor"), with a principal place of
business at 745 Industrial Drive Sandersville, GA 31082.

Contractor is:

- An individual;
- A partnership or LLP;
- A corporation or LLC whose full legal name is Helton Electrical Services, Inc.

ARTICLE 1
TERM OF CONTRACT

This Agreement shall become effective on the date stated above and will continue in effect until the earlier of (1) the services provided for under this agreement having been performed or (b) the Agreement having been terminated as provided for in Articles 8 or 9 of the Agreement. Absent completion, early termination, or renewal, the contract shall terminate absolutely and with no further obligation on the part of the Client on date of completion & payment rendered

ARTICLE 2
SERVICES TO BE PERFORMED BY CONTRACTOR

Contractor agrees to perform the "The Work" to be defined and specified as those items contained in the "Description of Services" attached to this Agreement as Exhibit "A" and incorporated in this Agreement by reference.

Independent Contractor

Contractor hereby covenants and declares that it is an independent business and agrees to perform the Work as an independent contractor and not as the agent or employee of the Client. The Contractor agrees to be solely responsible for its own matters relating to the time and place the services are performed; the instrumentalities, tools, supplies, and/or materials necessary to complete the Work; hiring of consultants, agents, or employees to complete the Work; and the payment of employees, including compliance with Social Security, withholding, and all other regulations governing such matters. The Contractor agrees to be solely responsible for its own acts and those of its subordinates and subcontractors during the life of this Agreement. Any provisions of this Agreement that may appear to give the Client the right to direct Contractor as to the details of the services to be performed by Contractor or to exercise control over such services will be deemed to mean that Contractor shall follow the directions of the Client with regard to the results of such services.

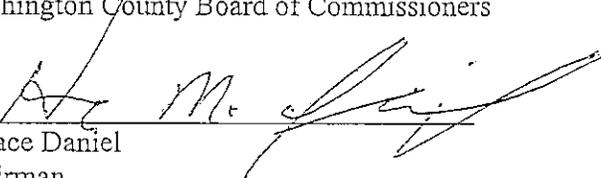
ARTICLE 3
COMPENSATION

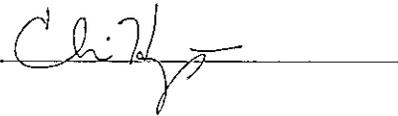
#2,043.00

appropriate government officials; and (3) that the individual and entity contracting herein are in compliance with all Georgia requirements related to federal and state immigration laws and the use of E-Verify and shall remain in compliance during the term of this Contract.

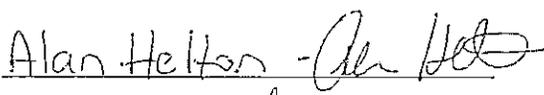
Executed in Sandersville, Georgia, on the date first written above.

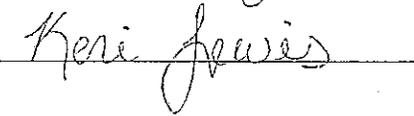
CLIENT
Washington County Board of Commissioners

By: 
Horace Daniel
Chairman

ATTEST 

CONTRACTOR

By: 
Alan Helton

ATTEST 

DESCRIPTION OF SERVICES:

At Courthouse:

Probate Court Office:

Install auxiliary drain pan, drain trap, pan switch, and auxiliary drain switch.

Magistrate court Office: (unit #6)

Insulate expansion valve and suction line at evaporator coil.

Superior Court Criminal Records:

Install drain trap and auxiliary switch on unit.

Clerk of Superior Court Main Entrance:

Install auxiliary drain switch on evaporator coil.

Clock Tower- Judges Office:

Install auxiliary switch and pan switch on air handler.

Courthouse Security:

Install auxiliary switch on evaporator coil, remove trap from drain, take drain pan from old system out of drain circuit, and fix supply duct at attic door.

Bad Checks Court:

Install drain pan switch and fix armafex on suction line.

Large Court Room:

Remove trap from drain lines and fix armafex on suction line and install in line drain switch.

In consideration for the services to be performed by Contractor, Client agrees to pay Contractor
\$ 2,043.00.

Client agrees to pay the consideration set forth above as set forth in Exhibit "B" attached hereto, which is hereby incorporated by reference.

ARTICLE 4 OBLIGATIONS OF CONTRACTOR

Contractor agrees to perform the Work described in "Exhibit A" to the satisfaction of Client in a timely manner.

Licenses, Permits, Etc.

The Contractor covenants and declares that it has obtained all diplomas, certificates, licenses, permits, or the like required by any and all national, state, regional, county, or local boards, agencies, commissions, committees or other regulatory bodies in order to perform the Work contracted for under this Agreement; provided that some permits or licenses related to the Project may be obtained as part of the Work and shall be obtained as required. All work performed by Contractor under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily expected of competent professionals. The Contractor shall furnish copies of all such permits, licenses, or approvals to the Client's Representative within ten (10) days after issuance.

Warranty

Except as may be otherwise specified or agreed, the Contractor shall repair or replace all defective materials, equipment, or workmanship appearing within one year from the date of Final Completion of the Project at no additional cost to the Client. An inspection shall be conducted by the Client or its representative(s) near the completion of the one-year general warranty period to identify any issues that must be resolved by the Contractor. After the expiration of such warranty, Client shall be responsible for repairing issues resulting from normal wear and tear and shall be responsible for general maintenance of the equipment; however, expiration of such warranty period shall not affect the Contractor's continued liability under an implied warranty of merchantability and fitness. All other warranties implied by law, including fitness for a particular purpose and suitability, are hereby preserved and shall apply in full force and effect beyond the one-year period.

Contractor agrees that any services described in this Agreement that must be performed on Client's premises will be performed during Client's regular business hours.

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Contractor without the prior written consent of Client.

ARTICLE 5 HOLD-HARMLESS AND INDEMNIFICATION CLAUSE

The Contractor covenants and agrees to take and assume all responsibility for the Work rendered in connection with this Agreement. The Contractor shall bear all losses and damages directly or