

Regular Meeting
Board of Commissioners
September 12, 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 Mathis. Carried by a show of hands.

Total amount of bills were announced by Chairman Daniel.

Road Department.....	\$116,646.55
Landfill.....	\$46,563.95
E-911 & EMA.....	\$11,130.68
Sheriff Department & Jail.....	\$39,793.41
Courthouse.....	\$30,890.02
Administrative & Other.....	\$223,919.41
Total.....	<u>\$468,944.02</u>

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

Road Department Update -- Dean Davis

Appointments:

1. Mr. Leon Fields made a presentation on the East Central GA Consortium, Inc. -- One Stop.

Old Business: None

New Business:

1. Establishment of 2013 Property Tax Millage Rate -- Commissioner Simmons made a motion to approve resolution for the establishment of 2013 Property Tax Millage Rate. Seconded by Commissioner Burten. Carried by a show of hands.
2. Resolution pertaining to Economic development property tax funding and Intergovernmental Agreement Amendment between County and E.D. Authority -- Commissioner Mathis made a motion to adopt the Resolution (see attached) and approve the Intergovernmental Agreement (see attached). Seconded by Commissioner Burten. Carried by a show of hands.
3. IT Strategic Plan & CSI Software (see attached) -- it was discussed, but no action was taken.
4. Railroad Easement on Kittrell Creek -- Commissioner Mathis made a motion giving authority to County attorney to negotiate. Seconded by Commissioner Simmons.

- Carried by a show of hands.
5. Voice Over – IP Phone – Commissioner Mathis made a motion to approve IP phone. Seconded by Commissioner Simmons. Carried by a show of hands.
 6. Surplus Property – Commissioner Simmons made a motion to approve disposal of surplus property (see attached). Seconded by Commissioner Mathis. Carried by a show of hands.
 7. Contracts Ratification – Commissioner Jones made a motion for contract ratification on Raymond Pounds Tree Service LLC, D&D Construction, and West Landscape (see attached). Seconded by Commissioner Simmons. Carried by a show of hands.
 8. Accept portion of State Route 24 into County Road System from GDOT – Commissioner Simmons made a motion to accept portion of State Route 24 into County Road System. Seconded by Commissioner Mathis. Carried by a show of hands.

Chairman Comments:

Executive Session: Legal & Real Estate Acquisition (Tuesday)

Meeting Adjourned

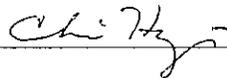
10 Minute Public Comment Session

Chairman, Horace M. Daniel



Date 10-01-13

County Administrator/Clerk, Chris Hutchings



Date October 1, 2013

Board Minutes are unofficial unless signed

BOARD OF COMMISSIONERS OF WASHINGTON COUNTY
STATE OF GEORGIA

Resolution 2013-13, **Adopting ad valorem millage rate for 2013.**

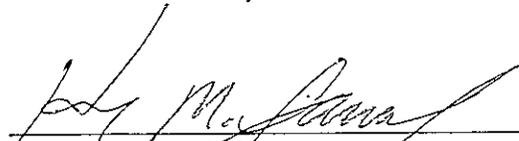
Whereas, Washington County, acting through its Board of Commissioners, is empowered by the Georgia Constitution and by State Law to set and impose ad valorem property taxes; and

Whereas, the County has previously adopted in compliance with State Law a budget for fiscal year 2014 and has further made all requirements for giving notice of and publishing information regarding such levy of taxes as may be required by OCGA § 48-5-32 and other laws; and

Therefore, BE IT RESOLVED that for the calendar year 2013 there is levied on all property in Washington County subject to taxation ad valorem tax the following levies:

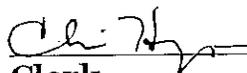
<u>Purpose</u>	<u>Millage Rate</u>	<u>Anticipated Revenue</u>
M & O	8.604	6,251,201
WC BOE M & O	15.249	11,077,456
WC BOE Bond	1.627	1,164,211
WC Dev.Auth.M&O	0.500	368,374
State M & O	0.1500	92,969

Passed and Approved this the 12th day of September,
2013.



Horace Daniel, Chairman

Attest:



Clerk

9-12-2013

BOARD MEMBERS

LAMAR BINION
Chairman

SAMMIE LEE KNIGHT
Vice Chairman

GLADINE THOMPSON
TRACY GIDDENS
D. PAUL TURNER

BOARD OF EDUCATION

WASHINGTON COUNTY
DR. DONNA HINTON, SUPERINTENDENT
501 Industrial Drive - P.O. Box 716
Sandersville, GA 31082
Phone (478) 552-3981
Fax (478) 552-3128

ASSISTANT SUPERINTENDENT
Melvin Williams

DIR. SPECIAL PROGRAMS
Emily Johnson

September 12, 2013

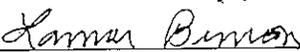
Washington County Board of Commissioners
PO Box 271
Sandersville, GA 31082

Dear Sirs:

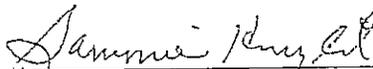
At a called meeting of the Washington County Board of Education on September 11, 2013, the following motion was made, seconded, and passed: "that the 2013 millage rate of the Washington County Board of Education be set at 15.249 for Maintenance and Operation Tax and at 1.627 for Bonds and Bond Interest." Therefore, the members of the Washington County Board of Education respectfully request that:

1. Maintenance and Operation tax be set at 15.249 mills to net \$11,077,446
2. School Bond tax be set at 1.627 mills to net \$1,164,211

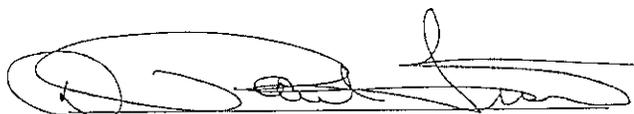
Sincerely,


Lamar Binion, Chairman


Donna Hinton, Superintendent


Sammie L. Knight, Vice Chairman


Tracy A. Giddens


D. Paul Turner


Gladine Thompson

WASHINGTON COUNTY BOARD OF COMMISSIONERS

P.O. Box 271

Sandersville, Georgia 31082

Phone 478-552-2325 • Fax 478-552-7424

HORACE DANIEL
Chairman
LARRY MATHIS
District 1
EDWARD BURTEN, JR.
District 2

MELTON JONES
District 3
FRANK SIMMONS, JR.
District 4
CHRIS HUTCHINGS
Administrator/Clerk

September 12, 2013

To whom it may concern,

Washington County has received revenue in the amount of \$480,711.27 from the Insurance Premium Tax.

Washington County will use these funds in the unincorporated area of the County solely for those purposes as outlined in O.C.G.A. 33-8-8.3 in an amount corresponding to, or greater than, the revenues received.

Sincerely,

Washington County Board of Commissioners


Chris Hutchings
Administrator/Clerk

IT Strategic Plan

By:

Cogentes, Inc.

For:

Washington County Government

Prepared on September 9, 2013

PRESENTED BY:

TOM GLOVER

PRESIDENT

TOM.GLOVER@COGENTES.COM

(678) 935-7145

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1 Overview

The purpose of this document is to provide an assessment of the current technology infrastructure and a strategic technology road map for several departments of the Washington County Government including the Board of Commissioners, Tax Commissioner, Tax Assessor's office, Registrar's office, Probate Court, Recreation Department and E911 Center.

The assessment portion of this document will include information documented through interviews with department members from each of the above departments as well as information gathered through use of the Kaseya management agents deployed to each PC and server.

The strategic technology road map component of this document provides both prescriptive and proscriptive guidance for remediating current issues, addressing departmental needs and preparing the Washington County government for future technology and operational needs.

2 Current Environment Analysis

The current environment analysis was accomplished through a series of interviews with stakeholders in each of the participating departments in conjunction with data collected from the workstations and servers through the Kaseya management agents. This data was organized into 10 areas of concern: Antivirus, Backup, Email, Hardware, Maintenance & Support, Paperless Office, Printing and Scanning, Shared Storage, Software and Wireless & Networking. Each of the 10 areas are discussed, along with the issues and concerns within each in the following sections of this document.

2.1 Antivirus

There was no consistent or standardized approach to antivirus within any of the departments. For the most part, departments were either using free antivirus or retail subscriptions to products such as McAfee or Symantec. While many of the free antivirus products are adequate in their protection; they only work well if they are kept up to date. Since there is no management process in place for updating these, many have old virus definitions and represent a significant vulnerability for virus and malware infections.

Most of the purchased products have automatic updating and tend to work reasonably well. However, the price for purchasing individual retail subscriptions for these products is high. Adopting a standardized product and purchasing corporate versions could save money for the county.

2.2 Backup

In talking with the departments, backup was a universal concern. Most workstations are not backed up at all and only some of the servers are backed up. In particular, the following issues were found by department:

- Tag Office - server used for the property tax and file server doesn't have any backups being performed at this time
- Tax Assessor – Not certain if Wingap Appraisal system is being backed up or not
- Registrar's Office – All files stored on a central network attached storage (NAS) device, but that device is not backed up anywhere

2.3 Email

Some departments have switched over to the branded WashingtonCountyGa.gov email system, but not all. Many departments (or people within departments) are still using either personal email

accounts or accounts provided by their internet service provider (AT&T or Sandersville.net). The following offices have not completely moved over to the new email:

- Tag Office
- Tax Assessor
- Registrar's Office
- Probate Judge (some people are on it but the probate judge himself has not been moved)

In addition, the current email system hosted by Cogentes only provides basic email capabilities. As the dependency on technology increases through the county government, need for advanced capabilities such as synchronizing calendars and contacts with mobile devices will become necessary. The county should consider upgrading to a more robust email platform such as Microsoft Office 365.

2.4 Hardware

On the whole, the hardware in each department was in really good shape. Departments have done a good job over time of maintaining a reasonable replacement plan so that older hardware is cycled out of the organization and replaced with newer, more current systems. This practice is very important from a budgetary and employee productivity perspective. There were a few notable cases though where older systems were still in place and need to be addressed.

- Windows XP - In general, any Windows XP or lower machines need to be replaced in the next 6 to 8 months. Microsoft is discontinuing support for Windows XP as of April 14, 2014. After that point, there will be no further security updates to those systems which will result in potential security vulnerabilities. These systems should be replaced by that time. Currently there are 7 machines in the departments surveyed that are running Windows XP. Two of these are in the Board of Commissioners office, 3 are in the Probate Judge's office and 2 are in the Tag Office.
- Board of Commissioners Accounting System – The BOC is currently operating on an accounting system that runs on an AS/400 located in the Tag Office. This system is very old and becoming harder to support as time goes on.
- Recreation Department – While we did not install support agents on any systems that were running XP, the Rec. Department has stated that at least one of their systems in the Senior Center is extremely slow and needs to be replaced. They have also requested a digital sign that can be placed in front of the building to notify citizens of events and schedule changes.

2.5 Maintenance & Support

In talking with each department, a need was expressed for a knowledgeable partner to understand their systems and provide timely support. This was especially critical in the Registrar's office during election times and in the E911 center.

In addition to normal support needs, the Recreation Department in particular expressed a need for ongoing training in use of technology and best practices for engaging social media and digital marketing.

2.6 Paperless Office

Both the Board of Commissioners and the Probate Judge expressed an interest in moving away from a paper centric model to a more paperless office. This approach would both save money and help position the County as a leader in being environmentally friendly.

2.7 Printing and Scanning

All departments surveyed expressed an interest in centralizing their printing needs to the leased high volume printer / copier / scanners already in their departments. At this time, most departments are still using local and individual desktop printers for their printing needs; a practice that is very costly in ongoing printing expenses.

2.8 Shared Storage

With the exception of the Registrar's office, none of the departments in the exercise were using any kind of shared storage. Rather, each workstation had its own documents and files were shared via email. While email does allow documents to be distributed, it is not the best tool for collaboration on documents. You end up with multiple copies and a manual process for reconciling changes. Each department expressed a need for centralized document storage.

2.9 Software

There was no standardization found within or across departments for productivity applications such as Microsoft Office, Adobe, WinZip or email clients. While most departments use these applications, they were all on different versions; making document interchange between them, consumers and partners, very difficult.

The Recreation Department also talked about the need to support online payment, registration and have a better social media presence.

2.10 Wireless & Networking

Networking was a general concern amongst all departments interviewed. Today, most departments have their own internet service provider. While that makes sense for remote locations such as the Recreation Department and E911 center, it does not make sense for centralized offices like the BOC, Tag Office, Tax Assessor and Courthouse. These offices either share the same physical building or have connectivity via fiber cabling.

Another major issue that was observed is that of secure wireless internet access. If wireless is even available (which is not the case in most locations), the implementation being used is insecure. With the sensitivity of data being transmitted in many of these offices like the Registrar's Office, a secure and reliable wireless network is paramount.

3 Technology Road Map

The overall IT strategic direction for Washington County Government is to increase employee efficiency through better adoption of technology while reducing overall annual expenses by centralizing services and eliminating duplication of expenditures. In addition to this strategy, a number of tactical objectives need to be accomplished in order to maintain compliance and protect the public data to which the County is entrusted. These objectives will be realized through series of tactical and strategic initiatives and ongoing policy and process changes. The result will be a more efficient operation that is able to budget and better predict IT expenditures each year.

3.1 Tactical Initiatives

3.1.1 Hardware Replacement

Due to the impending loss of support for the Windows XP operating system, all machines that are running Windows XP need to be upgraded or replaced. The decision to spend money on upgrading a system versus replacing it should be made on a case by case basis and determined based on age of system, ability to support Windows 7 operating system and overall condition of system in question. There are a total of 7 systems in the departments that are in scope for this effort. Due to the age and hardware level of these systems, it is recommended that all 7 systems be replaced with more current hardware.

For budgetary purposes, you can assume approximately \$1,000 per machine to cover the costs for the computer, a monitor and labor to install and transfer data from the old system.

It is also recommended that a project be initiated to replace the accounting system used by the Board of Commissioners so that they can move off the current AS/400 system. This system is very costly to maintain and becoming increasingly difficult to find knowledgeable resources to support it. We are not able to provide any pricing options for this portion of the findings as it fits outside our area of expertise.

3.1.2 Centralized Printing

Washington County Government currently has leased copier / printer / scanners in most departments. These devices are significantly less expensive to operate than individual desktop printers. It is recommended that a project be initiated to connect each of these copiers to the network and enable all computers to print and scan from them. All local desktop printers, except in cases where absolutely necessary, should be eliminated. Based on an estimated printing load of 500 pages per PC printed to local inkjet printers, the county currently spends approximately \$5,000 per year on printer ink and maintenance for these local printers. By centralizing the printing to the leased copiers, the county could cut this cost in half.

This is mostly a networking and configuration issue since each location has a centralized copier / printer in place. We anticipate the costs for this portion of the plan to cost approximately \$1,800 assuming that all departments have a leased, functioning printer in place.

3.1.3 Wireless Network and Centralized Internet Service

Throughout each department we visited there was either no wireless network in place or what was in place was insecure. With the amount and types of data being accessed throughout the government offices, a secure network needs to be in place. In many cases departments should really be isolated from each other as well as the public for network access. We recommend a wireless network infrastructure be put in place that will allow for adequate (controlled) public access and isolate critical areas from the public and each other.

Currently each department has their own internet service provider for their location. While some departments are located such they have no choice but to maintain their own service, other departments that are located around the square in downtown Sandersville could see significant annual savings and better overall performance by sharing a common internet service. The additional benefit to this approach is that all those departments would be on a common network enabling them to further explore opportunities for interdepartmental sharing. The county could save money each month and provide better overall bandwidth by combining the service for the departments at the Courthouse, the Tag Office, the Tax Assessor's office and the Board of Commissioners office. Currently, the county pays \$640 per month for internet services for the departments participating in this plan. Between the

centralization of internet service and the removal of duplicate services, this cost could be reduced to between \$350 and \$400 per month. This would result in an overall annual savings of between \$2,400 and \$3,600.

To complete this project, the county should budget \$9,500 to cover the networking equipment, wiring and labor.

3.1.4 Backup and Disaster Recovery

We recommend that a comprehensive, shared backup solution be implemented for the Washington County government. In order to reduce capital and labor expenses related to implementing and maintaining an onsite backup solution, it is recommended that a cloud-based solution be implemented. Also, because of the remote locations of some offices and need for employees to travel with laptops, the cloud-based approach is the only really viable solution.

There are a number of options for cloud-based backups with a wide variety of costs associated with the various options. A few solutions, sold on a per computer basis, offer unlimited storage. However, given the costs per individual account (roughly \$60 / computer / year), this is a very costly option for the county, totaling approximately \$1,400 per year. As an alternate approach, we recommend contracting a shared block of storage that can be used to backup all machines. Based on the current amount of data used across the departments participating in this project, a 500GB block of storage should be adequate for backup purposes. The annual cost for this solution would be \$500. This storage can be increased as the county's needs grow.

The labor cost for implementation of this solution would be \$1,500 and would cover setup of the service and installation and configuration of the agents on each workstation and server in the departments covered by this project.

3.2 Strategic Initiatives

3.2.1 Maintenance and Support

As the county moves more toward a paperless environment and interacts more through online systems, the dependency on technology will significantly increase. As this dependency increases, the criticality of these systems being available increases as well. The county should invest in creating a proper support infrastructure to ensure that these systems are maintained and function well at all times. We recommend that a managed services support agreement be put in place with a technology partner such as Cogentes that can provide the level of proactive support needed by the county.

Cogentes will provide a separate proposal for this ongoing service that spells out all the details, service level agreements and ongoing strategic guidance needed by the county. Based on the 25 systems audited during this project, the Cogentes management service would cost \$580 / month and would provide system automated patching and updates for all managed servers and workstations, backup monitoring for all systems, ongoing strategic and technology guidance including vendor and product selection help and discounted pricing on all technology purchases made through Cogentes (5% above wholesale costs).

3.2.2 Managed Antivirus

Along with the maintenance and support agreement, Cogentes offers a discounted managed antivirus solution. This solution provides a monitored and managed antivirus agent that is installed on all systems and managed by Cogentes to ensure it is up to date and alert our support staff if virus

infections occur. While the current solutions like Symantec and Trend Micro can run as high as \$60 / machine per year, the Cogentes solution costs only \$12 / system / year. This represents an overall savings of up to \$1,200 per year.

3.2.3 Paperless Office and Centralized Storage

Going “paperless” was an expressed goal of several of the departments interviewed. In general, departments want to be able to scan in paper documents and store them in an easily accessible and searchable platform. While these high level requirements can be met by many available cloud-based platforms, more details are needed to select a permanent solution. The licensing costs and implementation costs vary greatly based on the requirements and system selected. We recommend that a separate project be initiated that can document the detailed requirements for a county-wide document management system.

In the interim, if departments want to move toward a paperless environment and have relatively simple needs, Microsoft Office 365 should be considered. This solution provides a robust document management platform that is integrated with a powerful email, collaboration, contact management and calendaring solution. This solution would provide document management, centralized storage, real-time collaboration and replace the existing Cogentes hosted email solution. At \$6 per user per month (government pricing), this is an economical solution that can scale as more departments adopt the system. For users that only require email access at this time, Microsoft offers a plan at \$3.50 per mailbox per month for that. Office 365 also offers a higher plan (\$17 / user / month) that includes MS Office 2013 Professional on a subscription basis. With the need to standardize office products across departments, going with this model could help to spread the costs out over the entire budget year. Based on the number of systems audited during this assessment and the total number of mailboxes currently hosted with Cogentes, the total monthly cost to move to Office 365 would be approximately \$520 per month. This pricing assumes the following:

1. All 24 workstations auditing during this process would be licensed at the \$17 / month plan in order to provide a subscription to MS Office Professional Plus.
2. The remaining 32 WashingtonCountyGa.Gov mailboxes currently hosted with Cogentes would be migrated to Office 365 at a rate of \$3.5 / mailbox / month.

The labor costs to move to a “paperless lite” solution based on Office 365, create shared departmental storage areas for document sharing, and migrate all mailboxes currently hosted on the Cogentes mail system to Office 365 would be \$8,000. This cost would cover the setup and configuration of Office 365. Labor to upgrade any needed MS Office products on machines using the solution, training for users on how to upload documents, edit documents and work with the solution.

3.2.4 Hardware Replacement Plan

For the most part, the county has done a great job of regularly replacing computers to keep them close to current technology. The county should develop a hardware / software replacement plan / policy that ensures that hardware is replaced every 4 to 5 years. The plan should also allow for older computers that are still in good working condition but don't meet the technology needs of a specific user to be transferred to another user with lower demands. This type of policy provides for keeping the most demanding users with current technology while still minimizing the overall capital expenditures. Finally, as computers reach the end of their useful life, Cogentes, through a program it is developing with partners at Georgia College and Central Georgia Technical College, can recycle the computers to be donated to needy families in Washington County.

Other equipment such as fax machines, personal printers, etc. should be replaced as they become non-functional. Because these items are readily available (within a day or two typically). There is no need to proactively replace them.

3.2.5 Integrated Government Wide Phone System

With the exception of the Sherriff's office and the Recreation Department, most of the Washington County Government is already on an integrated phone system tied to EarthLink. This move was made a while back and resulted in a tremendous savings for the departments affected. The Sherriff's office and Recreation Department, however, were not included on this system due to their distance from the departments located on the square in downtown Sandersville. The Sherriff's department currently spends approximately \$2,000 per month on local and long distance phone bills. Since the EarthLink solution used by the other departments has ample capacity and unused long distance minutes each month, this cost could be cut by 100% each month, resulting in an annual savings of \$24,000. The cost to integrate the Sherriff's department to the EarthLink system via a VoIP solution would be approximately \$25,830. This one-time cost would be recouped within 13 months through the monthly service cost savings.

4 Projected Costs and Savings

The following chart details the proposed costs for professional services fees related to remediation of current infrastructure issues. This work will be completed within 3 weeks of client approval.

Tactical and Strategic Initiative Cost Summary		
Initiative	Cost	Annual Savings
Hardware Replacement (7 Systems @ \$1,000 each)	\$7,000 One Time	N/A
Centralized Printing	\$1,800 One Time	\$2,500
Wireless Network and Centralized Internet Service	\$9,500 One Time	\$3,600
Backup and Disaster Recovery	\$500 / Year \$1,500 One Time	N/A
Maintenance and Support	\$580 / Month \$1,800 One Time	N/A
Managed Antivirus	\$300 / Year	\$1,200
Paperless Office and Centralized Storage	\$520 / Month \$8,000 One Time	Unknown
Hardware Replacement Plan	No Cost under Cogentes Support Agreement	N/A
Integrated Government Wide Phone System	\$25,830	\$24,000
Total One Time	\$49,630	
Total Monthly	\$1,167	\$2,608
Total ROI for All Projects		34 ½ Months

5 Appendix

5.1 Issues Found During Interviews

Department	Issue	Issue Type	Resolution
Tag Office	Need antivirus / malware protection	Antivirus	County-wide Antivirus solution
BOC	Central / Cloud backup for all PCs	Backup	Shared WACO iBackup Account (1TB)
Tag Office	Need backup for server (must be able to backup SQL Server)	Backup	iBackup
Tax Assessor	Not sure if Wingap Appraisal system is being backed up or not.	Backup	Shared WACO iBackup Account (1TB)
Registrar's Office	They have a network attached storage device used for storing records. It is not backed up offsite though.	Backup	Shared WACO iBackup Account (1TB)
Tag Office	Using AT&T email account today, need to switch over to the .gov email	Email	Switch over to .Gov email account
Tax Assessor	Need to move to WashingtonCountyGa.gov email addresses.	Email	Switch over to .Gov email account
Registrar's Office	Need to move to WashingtonCountyGa.gov email addresses.	Email	Switch over to .Gov email account
Probate Judge	Probate Judge needs to be setup on WashingtonCountyGa.gov email address.	Email	Switch over to .Gov email account
Tag Office	Want to switch to keyboard controlled KVM switches instead of manual button ones	Hardware	Replace KVMs
Tag Office	2 XP machines that need to be upgraded / replaced (Bankruptcy important)	Hardware	Replace all XP machines / HW Replacement Plan
Tax Assessor	1 Machine has issues, not being used	Hardware	RESOLVED: Sent Bobby over to clean up machine and fix issues.

Department	Issue	Issue Type	Resolution
Probate Judge	Need to replace PC for elections office as current one is very old.	Hardware	Replace all XP machines / HW Replacement Plan
Recreation Department	Computer in Senior Center is very slow.	Hardware	Replace all XP machines / HW Replacement Plan
Recreation Department	Want digital message board along highway to serve as notice for programs, events, etc.	Hardware	Look into sign pricing
BOC	Preventative Maintenance needed for all systems	Maintenance & Support	Support Agreement
Registrar's Office	Need critical support during elections	Maintenance & Support	
E911	Needs a local partner to understand the E911 system and computer-based radio system to help with support.	Maintenance & Support	Support Agreement
Recreation Department	Need training / support / help for social media and website updates.	Maintenance & Support	Support Agreement
Recreation Department	Want to learn better ways to make brochures and other marketing type materials.	Maintenance & Support	Support Agreement
BOC	Looking to go to paperless office	Paperless Office	SharePoint
Probate Judge	Want to go to paperless office. Need system to organize and search records.	Paperless Office	Sharepoint
BOC	Icon Copiers need to be networked for scan / print / copy / fax	Printing & Scanning	Connect copiers to network (run cable if needed) and install drivers on all workstations.
Registrar's Office	Need to be able to print to copy machine	Printing & Scanning	Connect copiers to network (run cable if needed) and install drivers on all workstations.

Department	Issue	Issue Type	Resolution
Registrar's Office	Relocate copy machine to a central area so it is more usable	Printing & Scanning	Connect copiers to network (run cable if needed) and install drivers on all workstations.
Registrar's Office	Standalone scanner needs to be shared on the network if possible.	Printing & Scanning	Connect to network if capable.
Probate Judge	Need to be able to scan and print from copier	Printing & Scanning	Connect copiers to network (run cable if needed) and install drivers on all workstations.
Probate Judge	Probate Judge needs a new printer.	Printing & Scanning	Purchase new printer
Recreation Department	Can't print information from Senior Center AIMS site.	Printing & Scanning	Correct printing issue
Recreation Department	Need ability to scan documents and email to people.	Printing & Scanning	Connect copiers to network (run cable if needed) and install drivers on all workstations.

5.2 Phone and Internet Costs

Department	Provider	Account	Lines	Monthly Phone	Monthly Internet	Estimated Costs
BOC	Earthlink	13077326	24	\$ 653.83		
BOC	AT&T	478-552-0898	2	\$ 143.92	\$ 84.95	
BOC	AT&T	478-552-9385	1	\$ 58.93	\$ 30.00	\$30.00
BOC	Sandersville.net	119 Jones St.			\$ 80.00	\$160.00
BOC	Sandersville.net	158 W. Haynes			\$ 80.00	
Jail	AT&T	478-552-5502	1	\$ 141.86		
Probate Court	Sandersville.net	132 W. Haynes St.			\$ 80.00	
Public Works						
Camp	AT&T	478-552-5330	2	\$ 157.54		
Recreation Department	AT&T	478-552-0716	3	\$ 177.59	\$ 30.00	\$30.00
Sherriff's Office	AT&T	478-552-8488	1	\$ 83.03		
Sherriff's Office	AT&T	478-552-1225	7	\$1,290.00	\$ 94.95	\$30.00
Sherriff's Office	AT&T	478-552-4795	2	\$ 541.96		
Sherriff's Office	AT&T	478-552-3088	1	\$ 67.25		
Sherriff's Office	Sandersville.net	1735 Kaolin Rd.			\$ 80.00	\$80.00
Tax Assessor	Sandersville.net	121 Jones St.			\$ 80.00	
				\$3,315.91	\$ 639.90	\$330.00

5.3 PC Audit Results

Department	Computer Name	Vendor	OS	OS Version	CPU Type	RAM (MB)	User
Rec Department	Cherry-HP	HP	7	Home Premium x64 Edition Service Pack 1 Build 7601	AMD E-300 APU with Radeon(tm) HD Graphics, Model 2 Stepping 0	3687	Cherry
BOC	Chris-THINK	LENOVO	7	Professional Edition Service Pack 1 Build 7601	Intel(R) Core(TM)2 Duo CPU T6570 @ 2.10GHz, Model 23 Stepping 10	2937	Chris
Probate Office	DELL090213	Dell	XP	Professional Edition Service Pack 3 Build 2600	Intel(R) Core(TM)2 Duo CPU E7300 @ 2.66GHz, Model 23 Stepping 6	3037	Countert
Probate Office	kathyprobate		XP	Professional Edition Service Pack 3 Build 2600	Intel(R) Celeron(R) D CPU 3.20GHz, Model 6 Stepping 5	2038	Owner
BOC	KeriDesktop	Dell	XP	Professional Edition Service Pack 3 Build 2600	Intel(R) Pentium(R) Dual CPU E2220 @ 2.40GHz, Model 15 Stepping 13	2037	Angie Holley
Rec Department	LiLWillie-PC	eMachines	Vista	Home Basic Edition Service Pack 2 Build 6002	AMD Athlon(tm) Processor 2650e, Model 127 Stepping 2	894	LiL Willie
Rec Department	MsJane-PC	Acer	7	Home Premium x64 Edition Service Pack 1 Build 7601	AMD Athlon(tm) II X4 645 Processor, Model 5 Stepping 3	3839	Ms. Jane
Probate Office	NG-090225		XP	Professional Edition Service Pack 3 Build 2600	AMD Athlon(tm) XP 2200+, Model 8 Stepping 1	2015	RLord
Probate Office	Owner-PC		7	Home Premium Edition Service Pack 1 Build 7601	GenuineIntel Pentium(R) Dual-Core CPU E5400 @ 2.70GHz, Model 23 Stepping	2010	Owner

Department	Computer	Vendor	OS	OS Version	CPU Type	RAM	User
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	Name					(MB)	
Rec Department	Owner-PC		7	Professional Edition Service Pack 1 Build 7601	Intel(R) Core(TM) i3-2120 CPU @ 3.30GHz, Model 42 Stepping 7	2986	Owner
Registrar	REGISTRAR-PC	Dell Inc.	7	Professional x64 Edition Service Pack 1 Build 7601	Intel(R) Core(TM) i3-2350M CPU @ 2.30GHz, Model 42 Stepping 7	3967	REGISTRAR
Registrar	Registrar-PC	Dell Inc.	7	Professional x64 Edition Service Pack 1 Build 7601	Intel(R) Core(TM) i3-2350M CPU @ 2.30GHz, Model 42 Stepping 7	3967	Registrar
Registrar	Registrar1-PC	Dell Inc.	7	Professional x64 Edition Service Pack 1 Build 7601	Intel(R) Core(TM) i5-3470 CPU @ 3.20GHz, Model 58 Stepping 9	3998	Owner
Rec Department	Rosco-PC	eMachines	7	Home Premium x64 Edition Service Pack 1 Build 7601	AMD Athlon(tm) II X2 220 Processor, Model 6 Stepping 3	1791	Rosco
BOC	SWS-BOC		7	Professional Edition Service Pack 1 Build 7601	Intel(R) Core(TM) i3-2100 CPU @ 3.10GHz, Model 42 Stepping 7	3013	Owner
Tag Office	TagOffice3	Dell Inc.	7	Professional x64 Edition Service Pack 1 Build 7601	Intel(R) Core(TM) i5-3450 CPU @ 3.10GHz, Model 58 Stepping 9	3986	taxuser
Tag Office	TStation1	Chassis Manufacturer	7	Professional x64 Edition Service Pack 1 Build 7601	AMD A4-3400 APU with Radeon(tm) HD Graphics, Model 1 Stepping 0	3564	taxuser
Tag Office	TStation2	Chassis Manufacturer	7	Professional x64 Edition Service Pack 1 Build 7601	AMD A4-3400 APU with Radeon(tm) HD Graphics, Model 1 Stepping 0	3564	taxuser
Tag Office	TStation3	Chassis Manufacturer	7	Professional x64 Edition Service Pack 1 Build 7601	AMD A4-3400 APU with Radeon(tm) HD Graphics, Model 1 Stepping 0	3564	taxuser

Department	Computer Name	Vendor	OS	OS Version	CPU Type	RAM (MB)	User
BOC	Vivki-PC	Dell Inc.	7	Professional x64 Edition Service Pack 1 Build 7601	Intel(R) Core(TM) i5-3450 CPU @ 3.10GHz, Model 58 Stepping 9	3995	Vicki
BOC	waco-2		XP	Professional Edition Service Pack 3 Build 2600	GenuineIntel Pentium(R) Dual-Core CPU E6600 @ 3.06GHz, Model 23 Stepping	2037	Dot
Tax Commissioner	wacotaxcomm-PC	Hewlett-Packard	7	Home Premium x64 Edition Service Pack 1 Build 7601	AMD Sempron(tm) Processor LE-1200, Model 127 Stepping 2	2942	wacotaxcomm
Tag Office	washtaxserv	Dell Inc.	2008	R2 Server Standard x64 Edition Service Pack 1 Build 7601	Intel(R) Xeon(R) CPU E31230 @ 3.20GHz, Model 42 Stepping 7	16374	superuser

5.4 Disk Space Utilization (In GB)

Machine ID	Drive	Total Size	Used Space	Free Space	Percent Free
cherry-hp	C	449	51	398	89%
	D	17	15	2	12%
chris-think	C	287	82	205	71%
	Q	10	7	3	31%
dell090213	C	233	25	207	89%
kathyprobate	C	35	24	10	30%
	D	35	0	35	100%
keridesktop	C	74	30	44	60%
litwillie-pc	C	69	54	15	22%
	D	70	0	70	100%
msjane-pc	C	912	45	867	95%
ng-090225	C	75	19	56	75%
owner-pc	C	298	35	263	88%
owner-pc	C	298	32	266	89%
registrar-pc.	C	297	45	252	85%
registrar-pc	C	297	37	260	88%
registrar1-pc	C	447	41	406	91%
rosco-pc	C	452	50	402	89%
sws-boc	C	466	37	428	92%
tagoffice3	C	451	41	409	91%
tstation1	C	233	36	197	85%
tstation2	C	233	37	196	84%
tstation3	C	233	39	194	83%
vivki-pc	C	232	62	170	73%
waco-2	C	298	17	281	94%
wacotaxcomm-pc	C	286	45	241	84%
	D	12	10	2	14%
washtaxserv	C	931	53	878	94%

Brooker Business Products, Inc.
P. O. Box - 108 Malone Street
Sandersville, GA 31082
Phone: (478) 552-6026 - Fax: (478) 552-8763

Proposal

Proposal Submitted To Washington Co. Bd. Of Comm.	Phone	Date 9/9/2013
Street	Contact Name Chris Hutchings	
City, State and Zip Code Sandersville, Ga. 31082	Job Location LEC - COURTHOUSE	Job Phone

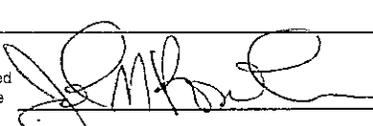
We hereby propose to furnish materials and labor for the completion of:

Samsung PRI System	
LEC	Works off of Courthouse System
1	7200 Key Service Unit
1	16 Channell OAS VOIP Card
15	IDCS 28 Buffon Sets
1	16 DLI Card
1	8 SLI Card
\$10,324.40	

Courthouse	
Samsung 7400 Digital System (no phones)	
1	PRI Card
5	16 DLI Cards
2	8 SLI Cards
1	SVMI 20E with 8 channells
1	16 Channel OAS VOIP Card
\$15,805.60	

All equipment, materials and labor required for installation is included in the prices.
 Price also includes one year limited warranty parts and labor.

Equipment
Labor
Tax

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:	
Due upon completion	\$ 26,130.00
Payment to be made as follows:	
COURTHOUSE - KSU TRADE IN	1,000.00
	25,130.00
<p><small>All material is guaranteed to be specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.</small></p>	
Authorized Signature	
<p>Note: This proposal may be withdrawn by us if not accepted within <u>thirty</u> days.</p>	
<p>ACCEPTANCE OF PROPOSAL (The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.)</p>	
Signature	_____
Date of Acceptance:	_____
Signature	_____

Declaration of Surplus property belonging to Washington County

September 10, 2013

1. Pool table – currently located at Senior Citizens Center
2. Elmo Visual Presenter – Model EV 400 (approx. 15 – 20 years old) will not zoom
3. Wheel Chair lift (taken off used van)

Items to be sold on GovDeals.com

**WASHINGTON COUNTY
CONTRACT FOR SERVICES**

This Agreement is made this 9th day of September, 2013, between the Washington County Board of Commissioners, ("Client"), and Raymond Pounds Tree Service LLC, ("Contractor"), with a principal place of business at 407 E. 2nd Avenue Tennille, GA 31089.

Contractor is:

- An individual;
 A partnership or LLP;
 A corporation or LLC whose full legal name is Raymond Pounds Tree Service.

**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 November 1, 2013.

**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**

DESCRIPTION OF SERVICES:

Complete removal of two trees, limbs, stumps and debris as verbally agreed to by Contractor and William Dorn upon visit to County Health Department property in August, 2013.

**WASHINGTON COUNTY
CONTRACT FOR SERVICES**

This Agreement is made this 1st day of October , 2013, between the Washington County Board of Commissioners, ("Client"), and William Dorn, dba D&D Construction, ("Contractor"), with a principal place of business at Sandersville, GA 31082.

Contractor is:

X An individual;

A partnership or LLP;

A corporation or LLC whose full legal name is _____.

**ARTICLE 1
TERM OF CONTRACT**

This Contract is intended to be a multi-year contract for the Services described in Exhibit "A" attached hereinto and incorporated by reference. Pursuant to Georgia law, this Contract will terminate absolutely on December 31 of the calendar year in which it is executed.

Unless either party gives written notice on or before December 15 of any year in which this Agreement is in effect, the Agreement will automatically renew for the following calendar year for up to 10 annual renewal terms.

The terms of each renewal, including the total potential obligation of each client during each term, are shown in Exhibit "B" attached hereto and incorporated by reference.

Upon termination of the contract upon non-renewal or upon the end of the final renewal period allowed herein, whichever comes first, this Agreement shall terminate completely.

**ARTICLE 2
SERVICES TO BE PERFORMED BY CONTRACTOR**

Contractor agrees to perform the services specified 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.

EXHIBIT A: DESCRIPTION OF SERVICES:

1. Contractor to perform Handyman type projects and repairs for the Client on an as needed basis.
2. Contractor to be used as consultant and may be used to oversee work done by other contractors as needed.
3. Contractor may be asked to perform repairs on an emergency or short term basis.

This Agreement is not exclusive, and Client retains the right to hire others to perform the same or similar services. Client retains the absolute right to determine which, if any, projects require the services of Contractor.

EXHIBIT B: COMPENSATION

Client agrees to pay \$1,178.00 to Contractor as a retainer each September. This amount is intended to cover the costs for 12 months of the liability insurance which this Agreement requires Contractor to carry in favor of Client. This amount may vary on a year to year basis in which Client agrees to pay the actual amount upon presentation of insurance invoice to client. Contractor shall not be entitled to receive any amounts for insurance payments in excess of \$1,278 without prior approval of Client.

Further, Client agrees to pay contractor for work performed at a rate of \$28.00 per hour.

Client also agreed to pay contractor for reasonable costs of materials used for each job performed.

Client may ask Contractor to provide proof of purchase of materials. Major purchases of materials (over \$100.00) must be discussed with Client and agreed to by Client in advance of Work. The County Administrator or Chairman shall be consulted on such material purchases.

Payment to contractor will be made within 10 days after presentation and acceptance of invoice by Client.

Total obligations statement:

As this contract is for services by the hour on an "as needed" basis and is terminable on 30 days' notice to contractor, the total obligation in any future year of this contract shall be limited to the amount of the retainer to be paid in September of each year, or \$1,178.16.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
WASHINGTON COUNTY
AND
THE DEVELOPMENT AUTHORITY OF WASHINGTON COUNTY**

WHEREAS, Washington County, Georgia, acting through its Board of Commissioners (hereinafter the "County") has provided via appropriate votes and resolutions for the allocation and direction of ½ mill in ad valorem taxes for economic development purposes in Washington County during calendar year 2013; and

WHEREAS, the Development Authority of Washington County, Georgia (hereinafter the "Authority"), is a duly constituted public authority authorized and empowered to accept such funds to promote economic development within Washington County, Georgia; and

WHEREAS, the Authority and the County desire to formalize and agree on how such funds will be allocated, delivered, and used and to make other arrangements among the two public entities;

THEREFORE, the Authority and the County (hereinafter collectively "the Parties") hereby agree as follows:

1. The County will disburse to the Authority all amounts collected for the 2013 calendar year representing the ½ mill ad valorem tax levy imposed on property in Washington County for economic development purposes. Funds collected will be disbursed during fiscal year 2014 (which begins July 1, 2013) no less often than quarterly, with disbursements taking place at the end of each calendar quarter.
2. The County will furthermore during the 2014 fiscal year pay the salary and benefits associated with the position of Director of the Development Authority of Washington County. The County will keep the Development Authority apprised on a regular basis of the amounts expended for such salary and benefits and of any changes therein.
3. The Development Authority will, on or before June 30, 2014, or as soon thereafter as practicable, reimburse the County for funds spent by the County during the prior 12 months on such salary and benefits associated with the position of the Director of the Development Authority of Washington County.

The Parties agree that following the end of the first term of this Agreement on June 30, 2013, this Intergovernmental Agreement shall renew on July 1, 2014, for an additional 12 month term and shall be renewed automatically for like terms until (a) this specific agreement is terminated in writing by mutual agreement of the Parties or (b) by any

resolution of the Washington County Board of Commissioners failing to extend the property tax allocation for economic development.

Agreed to this the _____ day of _____, 2013.

Washington County, Georgia

**Development Authority of
Washington County, Georgia**

By: 

Horace Daniel, Chair
Board of Commissioners

By: _____

Hugh M. Tarbutton
Chairman



County Clerk/Administrator

Secretary

BOARD OF COMMISSIONERS OF WASHINGTON COUNTY
STATE OF GEORGIA

Resolution 2013-12, **Adopting 1/2 mill property tax for economic development purposes**

Whereas, Washington County, acting through its Board of Commissioners, is empowered by the Georgia Constitution and by State Law to levy up to 1 mill in ad valorem taxes for economic development purposes; and

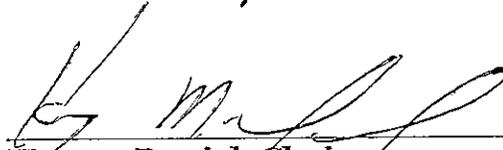
Whereas, the County has previously adopted in compliance with State Law a budget for fiscal year 2014 (which begins July 1, 2013) which designates 1/2 mill of ad valorem taxes for economic development and has further made all requirements for giving notice of and publishing information regarding such levy of taxes as may be required by OCGA § 48-5-32 and other laws; and

Whereas, the Development Authority of Washington County, Georgia, is a duly constituted public agency tasked with promoting economic development in Washington County, Georgia, and is empowered to receive funds from Washington County and from other sources for such purposes;

Therefore, BE IT RESOLVED that for the calendar year 2013 there is levied on all property in Washington County subject to taxation ad valorem tax in the amount of 1/2 mill, or \$.50 per \$1000 of assessed property value, said tax to be levied without exemption and estimated to yield \$369,374.

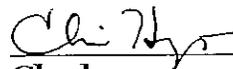
BE IT FURTHER RESOLVED that said tax proceeds will be collected by the Tax Commissioner, will be kept separate from County Maintenance and Operation ad valorem taxes, and shall be turned over to the Board of Commissioners office to be kept in a separate account whose monies will be immediately disbursed to the Development Authority of Washington County, Georgia for economic development purposes.

Passed and Approved this the 12th **day of** September, **2013.**



Horace Daniel, Chairman

Attest:



Clerk

WASHINGTON COUNTY
CONTRACT FOR SERVICES

This Agreement is made this 1st day of October, 2013, between the Washington County Board of Commissioners, ("Client"), and West Landscaping, ("Contractor"), with a principal place of business at Sandersville, GA 31082.

Contractor is:

An individual;

A partnership or LLP;

A corporation or LLC whose full legal name is West Landscape.

ARTICLE 1
TERM OF CONTRACT

This Contract is intended to be a multi-year contract for the Services described in Exhibit "A" attached hereto and incorporated by reference. Pursuant to Georgia law, this Contract will terminate absolutely on December 31 of the calendar year in which it is executed.

Unless either party gives written notice on or before December 15 of any year in which this Agreement is in effect, the Agreement will automatically renew for the following calendar year for up to 5 annual renewal terms.

The terms of each renewal, including the total potential obligation of each client during each term, are shown in Exhibit "B" attached hereto and incorporated by reference.

Upon termination of the contract upon non-renewal or upon the end of the final renewal period allowed herein, whichever comes first, this Agreement shall terminate completely.

ARTICLE 2
SERVICES TO BE PERFORMED BY CONTRACTOR

Contractor agrees to perform the Work specified 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.

EXHIBIT A: DESCRIPTION OF SERVICES:

1. Contractor to perform routine and special yard maintenance Work for Client on an as needed basis.
2. Contractor to consult with County Administrator and agree in advance, in writing, for special landscape projects.
3. Routine maintenance and fees are as follows for each item of work:
 - a. Courthouse Grounds: Mow all courthouse lawns, use weed eater, blow off all walkways and courthouse parking lots, pick up all paper and trash - \$95.00
 - b. Courthouse Grounds: Spray Round-up to kill weeds in all flower beds - \$25.00
 - c. Old Jail Genealogy Center: Mow all courthouse lawns, Weed Eat, blow off all walkways and courthouse parking lots, pick up all paper and trash - \$95.00
 - d. Old Jail Genealogy Center: Round-up to kill weeds in all flower beds - \$25.00
 - e. Old Jail Genealogy Center: Pull weeds from all flower beds - \$20.00
 - f. Wash. Co. Library: Mow all lawns except outside Parking Lot in rear, use weed eater, blow off all walkways and parking lots, pick up all paper and trash - \$95.00
 - g. Wash. Co. Library: Mow behind Parking Lot in rear - \$95.00
 - h. Washington Co. Library: Spray Round Up in all flower beds \$25.00
4. Contractor may be asked to perform Work on short notice.

This Agreement is not exclusive, and Client retains the right to hire others to perform the same or similar services. Client retains the absolute right to determine which, if any, projects require the services of Contractor.

EXHIBIT B: COMPENSATION

Client agrees to pay Contractor according to the Work performed on a monthly basis after presentation and acceptance of the invoice by Client. Fees shall be charged based for Routine work based on the fees listed in Schedule A.

Client also agrees to pay for costs of material for special projects, but Client and Contractor shall discuss and agree the purchase of any special materials and the price thereof prior to Contractor's undertaking to obtain same. Client reserves the right to purchase said materials separately and provide same to Contractor.

Total obligations statement:

As this contract is for services listed in Schedule A or the Special work agreed to according to the terms in Schedule A on an "as needed" basis and is terminable on 30 days' notice to Contractor, there is no amount the County shall be obligated to pay in future years of this multi-year contract.

Keith Golden, P.E., Commissioner



GEORGIA DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

August 9, 2013

Horace Daniel, Chairman
Washington County Board of Commissioners
P. O. Box 271
Sandersville, Georgia 31082

Dear Mr. Daniel:

**RE: Local State Route Acceptance Resolution – State Route 24
Order of Commissioner 3335; 66(1234R)**

On September 17, 2012, the Department submitted to Washington County a Local State Route Acceptance Resolution which requests that the county add to their inventory a section of State Route 24 that will remain after GDOT Project HPPNF-0540-00 (029), the Fall Line Freeway, is completed. The original plan was to obliterate the old section of state route; however, this road will now be left open to traffic as a local county road.

The county has expressed some hesitation in accepting this section of State Route 24 due to its condition. In consideration, the Department commits to the following corrective actions to ensure that the county does not inherit an immediate maintenance issue: 1) mill up the outside, eastbound lane, 2) resurface remaining two lanes and 3) build up shoulders.

If this commitment is acceptable to the county, please execute the agreement which was submitted back in September and return the District's copy to me at P. O. Box 8, Tennille, Georgia 31089.

If further discussion is needed, please contact me at (478) 552-4600.

Yours very truly,

A handwritten signature in black ink, appearing to read "James H. Smith".

James H. Smith, P. E.
District Engineer

JHS:vlc

cc: Dean Davis, Public Works Director
Bertha Bryant, OTD