David Ash — Chip Schutte — Michael Hobert - Sharon Keeler — Dr. Michael Murphy

AGENDA
Joint Administrative Services Board
March 17, 2014 1:00 p.m.
Joint Government Center

1.   **Call to Order.**

2.   **Approval of Minutes. (February 24 Minutes Attached).**   *Pg. 3*

3.   **Social Services Accounts Payable.** *"Be it resolved that the Department of Social Services be required to process accounts payable through Joint Administrative Services and its associated policies in conjunction with the implementation of the new ERP system."*

4.   **ERP Decisions.** The following decisions must be made for Plante Moran to make further progress on the SOW, and cost comparison. With decisions in these areas, the agenda for next week can be established.   *Pg 7*

   a. **Exclude Income Tax?**   The Tyler SaaS proposal includes $2,817 annual cost for a software module to calculate Virginia Income Tax, a service performed for the Commonwealth for a declining clientele of currently less than 50 persons. Sharon Keeler will report on whether this functionality is necessary in the future.

   b. **Exclude Business License?** The Tyler SaaS proposal includes $4,763 annually for a business license module. However, because we charge a flat fee, as opposed to gross receipts tax, it was recommended by Tyler that this could be handled by "General Billing", and therefore excluded from the contract.

   c. **Bracket UB Interface?**   The Tyler SaaS proposal includes $2,406 annually for a system to automatically capture meter readings. This is not considered necessary for the 500 or so accounts of this small system. We can negotiate a "freeze" on this rate should we decide to do it in the future.

   d. **Bracket Animal License?** The Tyler SaaS proposal includes an Animal Licensing module at a cost of $1,993 annually. However, like Business License we are simply issuing a tag for a flat fee, functionality that can be handled by "General Billing". We can negotiate a freeze on this rate should we decide to do it in the future.

   e. **Exclude Sympro Investment Management, Debt Management, and Cash Management?** Provides more functionality than needed; requires upfront cost $168,400. Tyler Munis Cash Management would still be included.

f. **Include Vendor Self –Service?** Tyler's E-Procurement was left inadvertently left out of there pricing. It is recommended that it be included at this stage of the negotiation.

g. **Review and Confirm Gap Analysis.** See attached listing of system *Pg. 17* requirements that Tyler cannot provide, can provide with third-party software, and can provide with software modification. Confirm that there is nothing in this listing that we cannot proceed without.

5. **Shentel Dark Fiber.** Please find attached a proposal from Shentel showing the *Pg 37* monthly recurring charges for provision of fiber optic between Government and Schools buildings. The Board should discuss next steps for this project.

6. **FY 15 Flex Benefits Plan.** Attached are results of a poll regarding the Flex Benefits Plan. The poll shows a clear preference for automatic carryover of up to $500 from *p. 40* one plan year to the next. The following is recommended:

> *"Be it resolved that the FY 15 Flex Benefits Plan be modified to permit carryover of up to $500 of unused funds at the end of the plan year in lieu of the current 90 day grace period."*

7. **Reminder.** The sick leave plan for Hybrid Plan employees needs to be revised or they may be paid double for PTO.

Joint Administrative Services Board

February 24, 2014   Regular Meeting   1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, February 24, 2014 at 1:00 pm in Meeting Room AB, Berryville Clarke County Joint Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

David Ash; J. Michael Hobert; Sharon Keeler; Michael Murphy

Members Absent

Chip Schutte

Staff Present

Tom Judge; Lora Walburn

Others Present

Val Van Meter

1. Call To Order - Determination of Quorum

At 1:08 pm, Michael Hobert called the meeting to order.

2. Approval of Minutes

David Ash, seconded by Sharon Keeler, moved to approve the January 27, 2014 meeting minutes as presented. The motion carried as follows:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Abstain
Charles "Chip" Schutte	-	Absent

3. ERP Update

Tyler has drafted a scope of work and contract terms and conditions for the SaaS option. Plante and Moran is reviewing these documents. In addition, Plante and Moran is developing a cost

analysis of the hosting options. This last item may be available in draft form by the time of the meeting.

Tom Judge provided the plan. Highlights include:

- The cost analysis of the hosting option was not available at the time of the meeting.

- The Joint Administrative Services Board will make the final decisions on issues/requirements.

- Following discussion, the Board agreed to meet on Monday, March 17, 2014, at 1 pm for a follow up meeting to resolve any outstanding issues before settling on the final scope of work. Due to contract content, the meeting may be held in closed session.

4. JAS FY2015 Budget

Please find two options attached. Both options reflect the reduction in health insurance. Software maintenance could be considered for reduction in both options. Option A includes the "catchup" salary increases. Option B excludes salary increases pending completion of Pay and Classification studies.

Following are highlights of Board review:

- Joint Administrative Services has always operated under the Schools personnel policies; however, it did not receive the 2% increase given to School employees in FY2014.

- Given the disparate polices used by the various government entities, the Board should consider a personnel management system that combines all employees.

- The Board of Supervisors did not budget a salary increase for General Government employees in FY2014; however, the School Board choose to give School employees a 2% increase from its approved FY2014 budget.

- Joint Administrative Services will be included in the Schools pay and compensation study.

- The dilemma exists in that Joint Administrative Services is paid by the Board of Supervisors but the Schools define the pay.

Chairman Hobert asked Tom Judge to communicate to his staff that the Board intended to make an adjustment that would be fair to them and would take into account that they did not receive an adjustment in FY2014 and the implications of the pay and compensation study.

Following discussion of several variations, **Mike Murphy, seconded by David Ash, moved to adopt Option B with the recommendation that Joint Administrative Services staff receive an increase in salary to equalize the School District distribution last year and, to the extent possible, make adjustments to compensation in accordance to the Schools completed study. The motion carried by the following vote:**

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Absent

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5. FY 15 Health Insurance Renewal

The actual renewal increase is 6.3%. The Board should consider approving the attached rates for the upcoming fiscal year, so they can be incorporated into the FY 15 budget.

- Affordable Care Act has been incorporated.
- No change to terms.
- No change in providers.
- Michael Hobert suggested the future inclusion of the prior year renewal analysis.

Mike Murphy, seconded by David Ash, moved to approve the FY2015 monthly health benefits rates as follows:

FY 15 Monthly Health Benefit Rates
Source: Joint Administrative Services

Effective 7/1/2014

A. Plan Rates	Cost	Employer	Employee	Employer FY 15 Share	Employer FY 14 Share	FY 15 Employer Annual
KA 250 Plan Option				-		
Regular Full Time						
Single	570.00	485.13	84.87	85%	85%	5,822
Dual	1,055.00	529.46	525.54	50%	50%	6,353
Family	1,539.00	772.87	766.13	50%	50%	9,274
						0
						0
Transportation, Food Service & Other						
Single	570.00	409.34	160.66	72%	72%	4,912
Dual	1,055.00	446.74	608.26	42%	42%	5,361
Family	1,539.00	652.13	886.87	42%	42%	7,876
						0
KA 500 Plan Option				-		0
						0
Regular Full Time						0
Single	528.00	485.13	42.87	92%	92%	5,822
Dual	977.00	529.46	447.54	54%	54%	6,353
Family	1,426.00	772.87	653.13	54%	54%	9,274
						0
Transportation, Food Service & Other						0
Single	528.00	409.34	118.66	78%	78%	4,912
Dual	977.00	446.74	530.26	46%	46%	5,361
Family	1,426.00	652.13	773.87	46%	46%	7,828
						0
TLC High Deductible						0
						0
Regular Full Time						0
Single	435.00	435.00	.00	100%	100%	5,220
Dual	805.00	494.75	310.25	61%	61%	5,937
Family	1,175.00	721.13	453.87	61%	61%	8,654
						0
Transportation, Food Service & Other						0
Single	435.00	367.04	67.96	84%	84%	4,405
Dual	805.00	417.46	387.54	52%	52%	5,010
Family	1,175.00	608.48	566.52	52%	52%	7,302

B. Account Contributions

Regular Full Time

TLC Health Savings Account Contribution (single)	50.13		602
TLC Health Savings Account Contribution (dual)	34.70		416
TLC Health Savings Account Contribution (family)	51.74		621

Transportation, Food Service & Other

TLC Health Savings Account Contribution (single)	42.30		508
TLC Health Savings Account Contribution (dual)	29.28		351
TLC Health Savings Account Contribution (family)	43.66		524

C. Total Employer Cost Per Group Health Member

Regular Full Time

Single Health	485.13
Dual Health	529.46
Family Health	772.87
TLC Single Health & "HSA"	485.13
TLC Dual Health & "HSA"	529.46
TLC Family Health & "HSA"	772.87

Transportation & Food Service

Single Health	409.34
Dual Health	446.74
Family Health	652.13
TLC Single Health & "HSA"	409.34
TLC Dual Health & "HSA"	446.74
TLC Family Health & "HSA"	652.13

(TLC Single Health & "HSA" row: 6.30%)

Note: Where two employees are married, and they together opt for either a dual or family option, the employer will pay two times the single employer contribution for the plan option selected.

METHOD:
Force TLC employee single contribution to zero.
Proportion other rates to percentage contributions from prior year.
Force 250 employer contribution to same at 500 contribution.
Force "HSA" contribution to total employer equal across plans.

The motion carried as follows:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Absent

6. Personnel Policy

The Board engaged in limited discussion of current personnel policy review. Mike Murphy suggested adding discussion of personnel policies to a future agenda.

7. Next Meeting

A called meeting of the Board was set Monday, March 17, 2014 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center.

The next regularly scheduled meeting of the Board is Monday, March 24, 2014 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center.

8. Adjournment

At 2:49 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Transcribed by: Lora B. Walburn

Section #1 Proposed Modules

Module/Area	In Project Scope	Out of Project Scope
Accounts Payable	X	
Accounts Receivable		
Animal Licensing		X?
Applicant Tracking	X	
Bank Reconciliation	X	
BMI Asset Track Interface	X	
BMI CollectIT Interface	X	
Budgeting	X	
Business Licensing		X?
CAMA Bridge	X	
Capital Assets	X	
Cash Management	X	
Cash Receipting	X	
Cashiering	X	
Central Property File	X	
Contract Management	X	
Debt Management		X?
Document Management	X	

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County of Clarke, VA: ERP Scope Analysis

Module/Area	In Project Scope	Out of Project Scope
Fixed Assets	X	
General Billing	X	
General Ledger	X	
Grants and Project Accounting	X	
Human Resources	X	
Inventory	X	
Investment Management		X?
Maplink GIS Integration		
Misc Billing and AR	X	
Payroll	X	
Permits and Inspections	X	
Purchasing	X	
Student Activity Accounting	X	
Tax Billing	X	
UB Interface		X?
Utility Billing CIS	X	
VA Income Tax		X?
Vendor Self Service	X	

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Section #2: Proposed System Interfaces

Interface Description	Source Application	Target Application	In Project Scope	Out of Project Scope
Cash Transactions and billing	Vermont Systems RecTrac	Cash Receipting and Misc Billing	X	
Cash Transactions and billing	Café Enterprise by Data Business Systems	Cash Receipting and Misc Billing	X	
Cleared checks	Bank of Clarke County	Bank Reconciliation	X	
Vehicle Assessment Data	NADA	Tax Billing	X	
State Contract Purchasing	Purchasing	State of VA eVA	X	
Compensation Board Reporting	Payroll, AP	State of VA COIN	X	
Health Insurance Enroll & Pay	Payroll	State of VA (DHRM-TLC)	X	
Retirement Plan Vendor Updates	Payroll	ICMA-RC, Horace Mann, VA Retirement Specialists	X	
Health Savings Account Enroll & Pay	Payroll	Health Savings Bank	X	
Federal W2's	Payroll	SSA	X	
Flex (Sec 125) Enroll & Pay	Payroll	Wage Works	X	
Life Insurance Enroll & Pay	Payroll	MN Life	X	
Long-Term Care Insurance Payments	Payroll	Genworth	X	
SSN Verification	Payroll	SSA	X	
State Retirement System	Payroll	VRS	X	

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County of Clarke, VA: ERP Scope Analysis

Interface Description	Source Application	Target Application	In Project Scope	Out of Project Scope
State Tax Withholding, garnishments	Payroll	VA, MD, DC, PA, WV	X	
State W2s	Payroll	VA, MD, DC, PA, WV	X	
VA Social Services	Payroll	LETS	X	
ACH Direct Deposit	Payroll, AP	Bank of Clarke County	X	
Wire Transfers	State	Accts Receivable	X	
Debt set-off program (vehicle tax)	Tax Billing	VA Dept of Taxation	X	
Mortgage Company Tax Payments	Wells Fargo	Tax Billing	X	

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Section #3: Modules Potentially Requiring Modification or Third-Party Solution

Modules highlighted in yellow already have detailed modification pricing included in Tyler proposal response:

Module Name	In Project Scope	Out of Project Scope
Accounts Payable	X	
Bank Reconciliation	X	
Budgeting	X	
Capital Assets	X	
Cash Management	X	
Cash Receipting	X	
Contract Management	X	
Debt Management	X	
Document Management	X	
General Ledger	X	
Grants and Project Accounting	X	
Human Resources	X	
Inventory	X	
Investment Management	X	
Payroll	X	
Permits and Inspections	X	
Purchasing	X	
Tax Billing	X	

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County of Clarke, VA: ERP Scope Analysis

Module Name	In Project Scope	Out of Project Scope
Utility Billing		X?

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Section #4: Proposed Data Conversions

Module/Area	Core Requested Conversion Item	In Project Scope	Out of Project Scope
Accounts Payable	Vouchers	X	
Accounts Payable	Invoices	X	
Accounts Payable	Vendor File (complete) - including 1099s	X	
Budgeting	Current adopted budget amounts by line items	X	
Budgeting	Current actual amounts by line item	X	
Budgeting	Budget and actual amount by line item for all funds for three prior years	X	
Capital Assets	Asset Master information currently exists in multiple Excel spreadsheets	X	
General Ledger & Financial Reporting	All chart of account code, account, and descriptions	X	
General Ledger & Financial Reporting	Ending balances for each acct. for the last 3-5 years with related budget information	X	
General Ledger & Financial Reporting	All detailed transaction data per account for current year and three fiscal year prior to fiscal year of conversion	X	
Human Resources	Personnel Records, both active and within tax year	X	
Leave Management	Leave Masters with balances	X	
Misc. Billing & AR	Business License Master	X	
Misc. Billing & AR	Dog Tag Master Inc. current billing plus three years history.	X	
Payroll	Employee History (active and terminated)	X	
Payroll	Accumulators - MTD, QTD, YTD, Life to Date	X	
Payroll	Benefits	X	
Payroll	Check History	X	
Payroll	Earnings/Deductions History	X	
Position Control	Position Master File	X	
Position Control	Position Accounts	X	
Purchasing	Open and Historical Purchase Orders	X	
Tax Billing	Customer Master Records for Real Estate and Personal Property Taxes	X	
Tax Billing	Current Billing for Real Estate and Personal Property Taxes	X	

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County of Clarke, VA: ERP Scope Analysis

Module/Area	Core Requested Conversion Item	In Project Scope	Out of Project Scope
Tax Billing	5 years of billing and payment history for Real Estate and Personal Property w/ 20 years history on unpaid Real Property accounts.	X	
Utility Billing	Customer Master including usage history	X	
Utility Billing	Deposits	X	
Utility Billing	Events	X	
Utility Billing	Transactions	X	
Utility Billing	Services	X	
Utility Billing	Charges	X	

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Section #5: Proposed Timeline By Phase

Phase	Start Date	End Date
Phase 1 – Munis Core Financials Applications	April 2014	January 2015
Phase 2 - Munis Payroll & Human Resources Applications	January 2015	July 2015
Phase 3 – General Billing, Munis Permits and Business License	November 2015	March 2016
Phase 4 – Munis Utility Billing	November 2015	August 2016
Phase 5 – Munis Tax and Animal License	April 2016	February 2017
Cross Phase – Munis Productivity Suite	Implemented throughout the life of the Project as required to support or enhance other purchased modules.	

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Clarke County   **tjudge@clarkecounty.gov**

RE: Clarke County

From : Curt Steddum <Curt.Steddum@tylertech.com>   Fri, Mar 14, 2014 08:46 AM

Subject : RE: Clarke County

    To : Tom Judge <tjudge@clarkecounty.gov>

    Cc : Jennifer Baranski <jennifer.baranski@plantemoran.com>

Hi Tom,

The cost to add Vendor Self Service, which we now call eProcurement is:

5yr SaaS $1,374/yr for a 5 yr total of $6875.

The cost to self-host eProcurement is $3,925 for software and implementation services and the annual maintenance is $495.

Since, I forgot to add this price in - I can get the overall price that we quoted in our RFP response to cover eProcurement. Without adding to the total.

Curt

Curt Steddum
Senior Account Executive
Tyler Technologies, Inc.

P: 800-772-2260 x4296
C: 919-812-0482
F: 207-518-4970
www.tylertech.com

4.2 - Accounts Payable					
60	Pay registration fees via credit card	L	N		Vendors do not need to pay to register in vendor self-service
151	Ability for end user to change the format of the bank file when changes are requested from the bank	M	N		Site would need to request Tyler development to develop a new format
153	Ability to capture additional data elements required for FEMA/emergency management reporting.	H	M		Analysis needed to quote
184	Ability to track back from a reissued check to the voided check.	M	M		Analysis needed to quote
189	Ability to turn off remittance advice for vendors not wanting it.	M	N		
195	Ability to mark in the outstanding check file when a check has been returned and not yet voided.	M	M		Analysis needed to quote
265	Ability to create a **Scheduled Payment Turnaround Report** organized by vendor number.	M	M		Analysis needed to quote

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4.3 - Bank Reconciliation					
36	Ability to import a file (Excel, a fixed width ASCII text file, or a compatible database table) of unclaimed property.	H	M		Analysis needed to quote
37	Ability to remove a payment from unclaimed property if a check is voided that was on the unclaimed property list.	M	M		Analysis needed to quote
41	Ability to have an automatic daily interface from Cash Receipts module by departmental deposit reconcilement code summarized by user.	M	M		Additional information needed
44	Ability to select entries that should not update (i.e., amortization of premium/discount; entries that do not affect cash).	L	M		Additional information needed

4.4 - Budgeting					
77	Ability to inquire define, configure and maintain security related to inquiry rights on which users have access to view performance budget and actual information - at a metric by metric level.	M	M		Analysis needed to quote
128	Ability to have budget warnings at the cost center level and grant and project level.	H	M		analysis needed to quote
213	Ability to create an **Effects on Fund Balance Report.**	M	N		NEED ADDITIONAL INFORMATION TO ACCURATLEY RESPOND
296	Ability to present budget data alongside performance measurement metrics	H	N		NEED ADDITIONAL INFORMATION

4.5 - Capital Assets					
	Objective: To provide improved control over fixed asset accounting and management.				
Number	Application Requirements	Priority	Availability	Cost	Comment
1	Activation Process				
3	Ability to have multiple user defined fixed asset capitalization thresholds; one for overall purchases and other user defined specific departmental capitalization levels.	L	N		analysis needed to quote. Currently one threshold is available at a global level.
237	Fiscal year depreciation	H	N		Reporting would provide fiscal year depreciation amounts.

11	Ability to track cash equities by Fund.	H	N		
22	Ability to track daily bank balances to estimate bank fees related to bank balance, repurchase agreement costs and interest income.	L	N		
35	Ability to create trend generation and forecast population based on previous years' historical data.	H	N		
40	Ability to include actual data and forecast in annual reports(i.e.-In April, the annual summary report would be March YTD actual data plus April-December Forecast).	H	N		

4.7 - Cash Receipting		H	N	
149	System is capable of processing recurring on-line payments.			

4.8 - Contract Management				
156	Ability to search and reports/queries on contract expiration dates given certain parameters. For example, you should be able to look up all of a department's contracts that are due to expire within the next 3 months, 6 months, 12 months, etc.	H	M		MAY REQUIRE CUSTOM TYLER REPRORTING
157	Ability to report historical contracts in detail, by division.	H	M		MAY REQUIRE CUSTOM TYLER REPRORTING
158	Ability to generate reports on OEO contract payment details and compliance with MBE, WBE, DBE.	L	M		MAY REQUIRE CUSTOM TYLER REPRORTING
159	Ability to report on OEO for all sub-contractors and historical sub-contractors and their involvement on projects over time	L	M		MAY REQUIRE CUSTOM TYLER REPRORTING

Debt Management					
21	Forward Contracts	M	N		
23	Ability to analyze different financing options through analytics and "what-if" scenarios.	M	N		

4.10 - Document Management				
28	The ability to search across multiple databases.	H	N	
36	Ability to meet DOD 5015.2 certification.	M	N	
37	Ability to encrypt images that are emailed, before sending them.	H	N	
66	Provides ICR for hand writing recognition.	L	N	
97	Searches have the option of utilizing "Soundex" (fuzzy search) feature to accommodate poor scans, alternate spellings, etc.	H	N	
104	Ability to print selected portion of an image.	L	N	
121	Ability to set up a multiple level purge authorization requirement. i.e., At least two individuals must authorize a purge before it is completed.	L	N		Additional information needed
139	Provides business process modeling, e.g., graphical representation of the process, which can be manipulated by the user to automate the process on-line. The modeling establishes a network of activities and their logical relationships, criteria to indicate the start and termination of the process, information about each activity, e.g., participants, their organizational role or position, affected/associated software applications and data, etc., includes both manual and automated activities, references sub-processes which are separately modeled.	H	N	
149	A work list handler may select a work item, reassign it, track progression status, and invoke another software application, which must be part of the processing (API's).	M	N		Additional information needed
158	Accommodates dummy activities to represent and evaluate complex routing or process control conditions. No work, resource, or application is associated with dummy activities.	H	N	
161	Two or more work flow engines may work together co-operatively either hierarchically, discreetly (chained), indiscreetly (peer-to-peer), or parallel synchronized.	H	N	
165	OLE integration	M	N	

4.11 - General Ledger					
17	Ability to maintain current Chart of Accounts based on the Commonwealth of Virginia Uniform Financial Reporting Manual.	H	N		Additional information needed
52	Ability to add (sub)accounts without losing the original association.	L	N		Additional information needed
236	Ability to create an **Error Suspense Report.**	H	N		NEED MORE INFORMATION

4.12 - General and Technical					
17	Ability to turn on/off error logging functionality within the system.	H	N		
67	Ability to provide an archiving solution for all data elements which provide configuration options for archiving schedules.	H	N		The Munis ERP suite automatically archives all journal entries throughout the system to history tables as part of period and year end close processes. Archiving to separate history tables ensures access to and performance of current year data sets are not effected by previous year data while eliminating the need to purge data or maintain a separate archival database.
94	Ability to provide a system that operates under a Service Oriented Architecture (SOA) environment	M	N		Moving in that direction. Many applictions and integrations are all services based.
108	Ability to log all on-line input and provide the ability to recover the data files to the point of the last transaction in the event of a programming or system failure. This process should minimize user involvement.	H	N		SQL Server Database logs backed up at intervals (typically 1 or 2 hours)
111	Ability to create database integrity constraints that match the business rules enforced by the system through the modules code.	H	N		COTS system
115	Ability to ensure that the software complies with accessibility standards. To comply with the Americans with Disabilities Act (ADA), Information technology must be accessible to people with disabilities. And the information technology's accessibility level must comply with accessibility standards set forth in Section 508 of the Rehabilitation Act. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities	·L	N		The Munis web applications do not currently satisfy all ADA guidelines. Tyler recognizes the importance of this standard and works towards satisfying specific requirements in new releases and future development.
116	Ability to ensure that the software applications provide functionality for or are compatible with third party industry standard (Lunar, Supernova, Zoom Text, Magic) screen magnification products to enlarge the print on the computer screen and configure print size, contrast and color selection for blind users. Please note third party product compatibility in Comment field.	L	N		Not tested. Should work if Silverlight browser applications are supported.
117	Ability for the software applications to provide functionality for or are compatible with third party industry standard (Hal, JAWS for Windows, Windows Eyes, etc.) screen reading software (used to operate a speech synthesizer, which voices the contents of a computer screen) for blind users. Please note third party product compatibility in Comment field	L	N		Not tested. Should work if Silverlight browser applications are supported.
125	Ability to maintain a repository/history of "recently visited" pages or screens for an individual user.	L	N		
132	Ability to configure tabbing order on all data entry screens.	H	N		

4.13 – Grants, Projects Management and Accounting					
76	Status (i.e. .various statuses during the grant application process plus active, inactive and closed)	M	N		
77	Expected / Pending Timing	M	N		
79	Internal Funding Requirements (i.e. admin) and matching requirements	M	N		
80	Account coding	H	N		
85	Ability to automatically generate a budget appropriation for grants based upon a set of user defined rules (like grant request information).	M	N		
91	Ability to forecast hours/fees required to complete the project based on remaining activities from project budget.	M	N		
133	Ability to capture and utilize grant requirements and stipulations for automated notifications, such as: grant expiration, renewal, or benchmark reporting.	M	N		
142	Ability for step-down allocations.	M	N		
145	Ability to specify the calculation for allocation of expenses (e.g. allocation of rent on square footage).	M	N		
220	Ability to interface with eVA or other procurement system.	H	N		Additional information needed
262	Ability for the project / grant accounting module to allow for direct entry of materials use (at a summary or detail level) on a project at a user defined cost rate.	M	N		Additional information needed

4.14 - Human Resources					
56	Ability to build, maintain, and archive requisition templates for departments to use in central, organized location	M	M		analysis needed to quote
62	Ability to send a notification before an announcement expires.	M	M		analysis needed to quote
65	Provide for Automatic Notification of Offer Extended (by department) to Human Resources.	M	M		analysis needed to quote
86	Ability to make Referred Applicants File electronic and forwarded to hiring department	M	M		analysis needed to quote
107	to pass applicants into subsequent stages if data answers qualify applicant for job or	M	M		analysis needed to quote
108	to reject applicants and generate 'no thank you' correspondence to applicant. (example: CDL - Y/N; grading capability)	M	M		analysis needed to quote
113	Ability to provide a repository of approved interview questions, history of when used, on which requisition used, for hiring of which position.	M	M		analysis needed to quote
131	Ability to report the cost of recruiting (Advertising costs, career fairs, purchase of giveaways, travel, lodging)	M	M		analysis needed to quote
147	Ability to schedule Orientation for First Day	H	M		analysis needed to quote
148	Ability to generate Employee ID Card.	H	M		
221	Ability to assign an automatically random generated Employee Number (9 digits).	H	N		emp # is 6 digits and takes the next available number
258	HR Forms	H	N		
259	Job Classifications	H	N		
260	Job Descriptions	H	N		
261	Employee Handbooks	H	N		
262	Employment Law	H	N		
263	Current HR Related Articles (Internal and External)	L	N		
278	Ability to prioritize certifications so that more important certifications are given higher visibility when expiration approaches (Example - certain certifications, if lapse, employee goes to LWOP)	H	M		analysis needed to quote
297	Ability to identify position as an At Will or an Over hire position	H	N		pooled, hiring freeze, reclassified or flsa exempt
302	Ability for employee to upload HR documents.	M	M		analysis needed to quote
303	Ability for employee to view a calendar or workdays and holidays for their position class.	M	M		analysis needed to quote
305	Ability to automatically update related information (i.e. tax forms) when an employee changes an address.	H	M		analysis needed to quote
312	Ability for employees to update information on skills, years experience, or other certifications.	M	M		analysis needed to quote
377	Ability to automate calculation and billing or payout of benefit status for terminating employees; should be triggered by termination process.	H	M		analysis needed to quote
378	Ability to automate election of, accounting for COBRA, if selected by terminating employee.	H	M		analysis needed to quote
481	Ability to view/print a report to conduct employee program review, curriculum development, new discipline candidates, and skills and general program development.	H	M	$6,600	depending on

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489	Rescheduling capability for employees who miss class	H	M	$5,500	
492	Ability to identify and trigger reminder for refresher training for supervisors based on time since last class.	H	M	$5,500	
610	Training class workflow module, triggering Announcements (electronic and non-electronic), Announcement distribution, Registration, Cancellation, Enrollment, Grades/Accomplishment, Closing Class, Certificate Generation, Certificate Distribution	H	M		Need additional information to quote
611	Workflow management for classification actions.	H	M		Need additional information to quote
613	Workflow for Budget Approval which distributes, monitors, notifies recipients, requests returns, consolidates budget.	H	M		analysis needed to quote

4.15 - Inventory Management	M	N	
51	Ability to track vehicles that come into the impound lot.		

4	Ability to manage agreements and track letters of credit, performance bonds and cash deposits.	M	N		
5	Ability to flag performance bonds and cash deposits to indicate debt offset.	L	N		
6	Ability to associate draw bill/refund relationship.	L	N		
7	Ability to tie 'letter of credit' system to accounts payable for cash deposit release.	L	N		
98	Ability to graph portfolio statistics (investment allocation, historical yields, etc.).	H	N		
105	Comparison of current month, previous month and current month previous year's rate comparing LGIP to the overall investment portfolio rate.	H	N		
107	Comparison of Portfolio size with increase/decrease amount as compared to same month in the previous year	H	N		

4.18 - Payroll				
34	Automatic Alert for Missing Time Sheets, preferably to Payroll Department, to employee, and to employee's supervisor.	H	M	$11,000	
42	Link to IRS Withholding Calculator	H	N		
78	Automatic notification when a grant funded position has expired.	H	M		needs analysis to quote
202	Special Cases - DSS (for FUTA/SUTA), quarterly threshold; once hit, withholding of tax begins	H	M		analysis needed to quote
412	Ability for end user to change the format of the bank file when changes are requested from the bank	H	N		new formats are custom development
482	Ability of the system to exempt status after 2/15 with status and allowances reverting to single and one. Employee must file new W-4 form.	L	M		needs analysis to quote
518	Ability to "clock in" and "clock out" with an electronic time tracking system that would replace timesheets/manual entry for tracking employee time.	H	M		punch in/punch out is available in ESS. ESS also has timesheets available. eTimekeeper is a separate Tyler offering but it is not integrated with Munis at this point in time.
566	Ability to record equipment units and production units associated with rate tables for cost accounting/ record and store by day.	L	N		via work orders, not within payroll product
640	Local ordinance	L	N		NMI on local requirements
766	Ability for all functionality that is available without Self-Service to operate identically within Self-Service (exceptions should be noted).	H	N		need clarification

4.19 Permitting and Inspections					
3	The system has the ability to maintain each data element for a permit as listed in Appendix A.		M		Cannot confirm that all elements are covered for this item as the Appendix A document is not available.
61	Pickup date;		M	$2,200	
63	Outside source indicator; and		M	$2,200	
71	The system has the ability to allow multiple addresses to be entered for a permit application.		N		
93	excise tax;		M		This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate.
94	architects;		M		This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate.
95	engineers.		M		This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate.
99	The system has the ability to estimate permit fees via the web for user defined permit types.		M	16,500	
101	The system has the ability to define an effective date associated with an override for Public Facilities permits.		M		This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate.
102	The system has the ability to associate an expiration date with permit fee quotes calculated upon permit application.		M		This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate.
123	The system has the ability to associate user-defined fields with specific permit types and indicate required fields by permit type.		M	11,000	
128	The system has the ability to adjust the process clock with supervisory clearance for circumstances that may be outside agency		N		
132	The system has the ability to allow notes from the plan review and general application notes to be flagged to print on the permit.		M	4400	
140	The system has the ability to print supporting documentation when printing a permit (such as traffic control plan documentation).		N		

142	The system allows user to identify a permit as critical vs non-critical		M	5500	This modification would be to add a critical vs. non-critical indicator to the permit type and provide functionality to allow the project to be closed if non-critical permits do not get processed.
163	The system has the ability to apply fees based on attributes of the permit, parcel, customer or user-defined fields.		N		Inspection fees are flat rate based on inspection type. Staggered rates are available based on number of reinspections required.
167	The system has the ability to provide a single screen data entry point for recording inspection results.		N		
178	Internal request checkbox; and		M	3,300	
179	Other used identified fields.		M	6,600	
193	The system has the ability to automate inspection assignments by a user-defined data source.		N		
197	Inspections are being performed;		M		This modification would be to add a critical vs. non-critical indicator to the permit type and provide functionality to allow the project to be closed if non-critical permits do not get processed.
202	All other County receivables have been paid		N		
210	Outside normal business hours with associated additional fees		N		
211	Ability to calculate associated additional fees based on assigned inspector's hourly rate or overtime rate.		N		

4.20 - Purchasing					
8	Ability to interface to fixed assets and inventory modules for online auction sales.	H	N		
32	Ability to flag user defined fields based on Vendor performance.	M	M		Analysis needed to quote
172	Ability to accept credit card for refundable and non-refundable fees such as for plans and specifications.	L	M		Analysis needed to quote
173	Ability to interact with vendors online, place orders, receive invoices.	H	M		Analysis needed to quote
174	System supports automation in the RFP (Request for Proposal) process by managing solicitation, proposal responses, criteria, rankings, decisions and communications.	M	M		Analysis needed to quote
181	Ability to accept vendor registration fees via credit card	L	N		
189	Ability for the originator of the requisition to be notified via email when the invoice has been paid in full	L	M		Analysis needed to quote

4.21 - Tax Billing					
59	Ability to assign and maintain a residential permit parking district to a vehicle, based on the registered address.	H	N		
60	Ability to assign and maintain a unique permit number for the residential permit parking program.	H	N		
61	Ability to calculate the Land Use value for properties in the Land Use deferral program, and properties in the Conservation Easement Program.		N		
66	The notes are in the system, cannot be deleted or edited except by the original user or for those any authorized users	M	N		
119	Designate certain amounts that must be paid in full.	H	N		
131	Ability to enter in a lien maturity date (i.e. 7 years after lien placement date)	M	N		
132	Ability to notify specified users when a lien is reaching maturity (i.e. within 60 days of maturity date)	M	N		
182	Ability to report on PPTRA vehicles <$1,000, between $1,000 and $20,000, and >$20,000.	H	M		Analysis needed to quote

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4.22 Utility Billing					
18	Ability to group all transfer requests for processing.	L	N		
66	Ability to accept prepayments for Utility bills and to reconcile with G/L. Support discounts for prepayments.	H	N		Credit balances are allowed which functions as a pre payment as the credit is applied to new charges; however there is not discount calculation based on credits rolling forward
144	Use GIS to define mailing areas for warnings and correspondence.	H	N		
162	User-defined history file (used in monthly/periodic bill estimating)	H	N		
191	Ability to display calculation of a bill by entering rate code and consumption.	H	N		
223	Number of bad checks and date of the checks	M	N		This information is available, but not on first screen of Account / Customer Inquiry

SHENTEL ®

Shentel Communciations, LLC
500 Shentel Way
Edinburg, VA 22824

FIN: 54-1970301
USAC SPIN: 143033621

20-year Dark Fiber Lease and Dedicated Internet Access							
Clarke County Public Schools							
All Leased Fiber Strands Terminate at Clarke County High School							
Location	Street Address	City	State	Zip	Assigned	Reserve	MRC
Clarke County School Locations:							
Clark County High School	627 Mosby Boulevard	Berryville	VA	22611	48	4	$ 395.00
Clarke County Administrative Services	524 Westwood Road	Berryville	VA	22611	4	0	$ 395.00
Clarke County Maintenance & Bus Yard	129 Ramsburg Lane	Berryville	VA	22611	4	0	$ 395.00
Cooley Elementary School	34 Westwood Road	Berryville	VA	22611	4	0	$ 395.00
Clarke County Government Center	101 Chalmers Court	Berryville	VA	22611	4	0	$ 395.00
Clarke County School Board Office	317 Main Street	Berryville	VA	22611	4	0	$ 395.00
Johnson - Williams Middle School	200 Swan Avenue	Berryville	VA	22611	4	0	$ 395.00
Berryville Primary School	317 West Main Street	Berryville	VA	22611	4	0	$ 395.00
Boyce Elementary School	119 West Main Street	Berryville	VA	22611	0	4	
					Total Clarke County School Locations		$ 3,160.00
Clarke County Locations:							
Clarke County Courthouse	104 North Church Street	Berryville	VA	22611	4	0	$ 275.00
Clarke County Recreation Center	255 Al Smith Circle	Berryville	VA	22611	4	0	$ 275.00
Clarke County Social Services	311 East Main Street	Berryville	VA	22611	4	0	$ 275.00
Boyce Fire Department	7 Greenway Avenue South	Berryville	VA	22611	4	0	$ 275.00
Clarke County Sanitation Authority	1376 Browntown Road	Berryville	VA	22611	4	0	$ 275.00
					Total Clarke County Locations		$ 1,375.00
					TOTAL ALL LOCATIONS		$ 4,535.00
Requires a fiber lease agreement ratified by both parties -- Includes Maintenenace, Repair and 24 x 7 x 365 NOC Support							

Clarke County   **agilley@clarkecounty.gov**

"Use It or Lose It" Rule Change

From : take care by WageWorks   Mon, Nov 11, 2013 08:01 PM
           <do_not_reply@wageworks.com>

Subject : "Use It or Lose It" Rule Change

To : agilley@clarkecounty.gov

Reply To : do not reply <do_not_reply@wageworks.com>

take care®
by WageWorks

Dear Client,

On October 31, 2013, the U.S. Treasury announced a major modification to the "Use It or Lose It" rule:

Effective immediately, employers that offer Healthcare Flexible Spending Accounts will have the option of allowing employees to carry over up to $500 of unused funds at the end of the plan year in lieu of a grace period. This rule change is a win-win for employers and employees alike, and is available to you and your employees as early as the current 2013 plan year.

WageWorks is making this change easy for you: click here to execute an amendment for your FSA plan. Our Resource Center also features a replay of our webinar on the rule change, frequently asked questions and answers, press coverage on the topic, and other tools and information you might find helpful.

We are excited about this development and look forward to working with you through the change.

take care® by WageWorks | Privacy Policy
WageWorks   9014
1100 Park Place, 4th Floor
San Mateo, CA 94403
do_not_reply@wageworks.com

unsubscribe

Clarke County   ssheckels@clarkecounty.gov

Fwd: FLEX POLL

From : Sally Sheckels <ssheckels@clarkecounty.gov>   Wed, Feb 26, 2014 03:33 PM
Subject : Fwd: FLEX POLL
To : Tom Judge <tjudge@clarkecounty.gov>

Tom, please put this on your agenda for the Joint Services Board ruling. Thanks

From: "Sally Sheckels" <ssheckels@clarkecounty.gov>
To: "Tom Judge" <tjudge@clarkecounty.gov>, "Annette Gilley" <agilley@clarkecounty.gov>
Sent: Tuesday, February 18, 2014 9:06:15 AM
Subject: FLEX POLL

Out of 88 people polled.
    26 preferred to have the 500 carryover
     4 would like it left as is
     1 whichever would be best

--

Sally Sheckels
Payroll & Benefits Coordinator
524 Westwood Road
Berryville, VA 22611

(540) 955-6173 - telephone
(540) 955-0676 - fax
ssheckels@clarkecounty.gov