

**AGENDA**

Joint Administrative Services Board  
Monday November 23, 2015 1:00 p.m.  
Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (September 28 Minutes Attached).**
3. **ERP Update.**

*Phase 1 Financials Additional Training:*

- Web Training on 1099 reporting in January.
- Ongoing support, including Next Year Budget Entry.

*Phase 2 Payroll/HR*

- Post live training December 1, 2, & 3: State, Federal, Vendor reporting, Personnel Actions, Applicant Tracking.
- W2s, 1099s and ACA reporting in early January.

*Phase 3 Revenue and Permits.*

- Schedules established for Permits and Code Enforcement, and for Accounts Receivable/General Billing.
- Must sort out transition issues: three simultaneous revenue collection systems during implementation.
- Animal License and Business License modules approved.
- See customer file discussion below.

4. **The Customer File.** Gordon Russell and Tom Judge have been researching the setup of several files related to the Revenue modules: Customer file, Central Property File, and Real Estate Master. The research has involved several conversations with Tyler Technologies consultants, the cities of Falls Church and Staunton, as well as other communities. The results of this research will be shared at the meeting, perhaps with recommendation for the setup.

5. **Invoice Processing.** Please find attached a listing of the number of invoices entered over approximately the first six months of using MUNIS.

6. **Next Meeting December 21.**

October 26, 2015 Joint Administrative Services Board 1:00 pm  
Regular Meeting

At a regular meeting of the Joint Administrative Services Board held on Monday, October 26, 2015 at 1:00 pm in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

David Ash; Chuck Bishop; Sharon Keeler; Chip Schutte; David Weiss

Members Absent

None

Staff Present

Lora B. Walburn

Others Present

None

1. Call To Order - Determination of Quorum

At 1:00 pm, Chairman Schutte called the meeting to order.

2. Approval of Minutes

**Chuck Bishop, seconded by David Ash, moved to approve the September 28, 2015 minutes as presented. The motion carried by the following vote:**

David Ash	-	Aye
Chuck Bishop	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Aye
David Weiss	-	Aye

3. ERP Update

Phase 1 Financials Additional Training

- Web Training on Next Year Budget entry scheduled for October 29.
- Web Training on 1099 reporting in January.

Phase 2 Payroll/HR

- School and Parks job applications under development.
- Go live October 27, 28, & 29.
- Post live training December 1, 2, & 3
- Additional training on Personnel Actions scheduled early December, W2s and ACA reporting in early January.

Phase 3 Revenue and Permits.

- Implementation schedules in question pending action by Tyler.
- Must sort out transition issues: three simultaneous revenue collection systems during implementation.
- Government IT strategizing method for development of customer file: as many as 14K records.

The Board reviewed agenda information provided by Tom Judge. Gordon Russell provided additional comment on conversion efforts.

4. Animal Licenses:

During contract negotiations it was determined that Animal Licenses were a simple matter of sending out renewal notices once a year, and waiting for declarations. The General Billing module was therefore deemed sufficient. It has since come to light that these declarations include data such as: pet name, rabies vaccination status, spay/neuter status, breed, vet name, etc. which could be tracked in Munis. It would be necessary to purchase the Animal License module to track this additional information (see costs attached). A \$3 increase in the fee (check) would cover the initial and ongoing costs of this module.

5. Business Licenses:

During contract negotiations it was determined that Business Licenses were a simple matter of sending out renewal notices once a year, and waiting for declarations. It has since come to light that there are requests for additional information about Clarke County businesses for Economic Development purposes, and that the General Billing module is insufficient for this purpose. It would therefore be necessary to purchase the Business License module to track this additional information (see costs attached). An \$8 dollar increase in the fee (check) would cover the initial and ongoing costs of this module.

The Board reviewed Items 4 and 5 together. It agreed to continue discussion on fees until the next meeting.

**David Ash, seconded by Sharon Keeler, moved to start the process of purchasing the Animal License and Business License modules.**

Chuck Bishop noted that the modules were not school related.

Chip Schutte added that it was an unanticipated cost.

The motion carried by the following vote:

David Ash - Aye  
 Chuck Bishop - Aye  
 Sharon Keeler - Aye  
 Charles "Chip" Schutte - Aye  
 David Weiss - Aye

Optional SaaS				One Time Fees		
Description	# Years	Annual Fee	Annual Fee Net	Impl. Days	Impl. Cost	Data Conversion
<b>Financial:</b>						
Work Orders, Fleet & Facilities Management	5	\$3,762.00	\$3,762.00	7	\$8,225.00	\$2,000.00
<b>Revenue:</b>						
Animal License	5	\$1,221.00	\$1,221.00	1	\$1,175.00	\$2,520.00
Business License	5	\$2,257.00	\$2,257.00	4	\$4,700.00	\$7,500.00
UB interface	5	\$1,881.00	\$1,881.00	2	\$2,350.00	\$0.00
<b>Other:</b>						
CAFR Statement Builder	5	\$5,558.00	\$5,558.00	3	\$3,625.00	\$0.00
Parks and Recreation	5	\$3,912.00	\$3,912.00	6	\$7,050.00	\$0.00
<b>TOTAL:</b>		<b>\$18,591.00</b>	<b>\$18,591.00</b>	<b>23</b>	<b>\$27,025.00</b>	<b>\$12,020.00</b>

Optional Other Services				
Description	Quantity	Unit Price	Discount	Extended Price
Tyler Farms Library - Business License	1	\$1,000.00	\$0.00	\$1,000.00
<b>TOTAL:</b>				<b>\$1,000.00</b>

Optional Conversion Details (Prices Reflected Above)			
Description	Unit Price	Unit Discount	Extended Price
Animal License Std Master - B	\$2,520.00	\$0.00	\$2,520.00
Business License Opt 1 - Bills - B	\$3,000.00	\$0.00	\$3,000.00
Business License Std Master - B	\$4,600.00	\$0.00	\$4,600.00
Work Order Opt 1 - Work Order Asset - B	\$2,000.00	\$0.00	\$2,000.00
<b>TOTAL:</b>			<b>\$12,020.00</b>

Next Regularly Scheduled Meeting

The next regularly scheduled meeting is set for Monday, November 23, 2015.

Adjournment

At 1:12 pm, Chairman Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Lora B. Walburn

Invoice Entry Statistics

11/20/2015

Source: Joint Administrative Services

User	Invoices		Dept
	Since Go Live	Monthly	
2600ejohnson	1149	192	JAS
2600rmiller	1033	172	School & Gov Maintenance
2600pwiley	467	78	JAS
2600weirr	439	73	School Admin
2600mlegge	382	64	JAS
2600jrose	344	57	Sheriff
2600agilley	278	46	JAS
2600tmyers	256	43	Parks
2600dbean	138	23	Planning
2600armstrongb	126	21	CCHS
2600tylern	122	20	Transportation
2600wolfords	93	16	Pupil Personnel
2600bbosserman	80	13	Registrar
2600princea	66	11	Cooley Elem
2600kennicottc	61	10	JWMS
2600pickettr	59	10	Boyce Elem
2600skeeler	40	7	Treasurer
2600bbennett	38	6	JAS
2600phess	37	6	Sheriff
2600svaughan	29	5	County Admin
2600shewbridgee	28	5	School IT
2600lwalburn	25	4	County Admin
2600mradford	21	4	Fire & EMS
2600crhodes	18	3	Commonwealth's Attorney
2600dpeake	17	3	Commissioner of Revenue
2600hbutts	14	2	Clerk of Circuit Court
2600lcooke	14	2	Parks
2600grussell	13	2	Gov IT
2600tgordon	4	1	Coop Ext
2600ecollins	2	0	Treasurer
2600lmcDonald	2	0	DSS
<b>TOTAL (05/10-11/20)</b>	<b>5395</b>	<b>899</b>	

Notes:

These do not include School Activity Fund invoices.

Time span is actually 10 days longer than 6 months.