

VIII.

February 24, 1998

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Consider project proposal from Reference Technology for Road District Financial System.

Attorney Charles Crossfield requested John Wise prepare desperately needed software for the Road District Financial System.

Treasurer Vivian Wood requested it be compatible with the county system.

Moved: Commissioner Hays

Seconded: Commissioner Mehevec

Motion: To accept proposal from Reference Technology for Road District Financial System and it **has to be** compatible with the county system.

Vote: Motion carried 4 - 0

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**Reference Technology**  
We map knowledge onto cyberspace.

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OK  
M/H

2/24  
agrade

501 Ridgmar Rd.  
Leander, TX 78641  
(512) 259-8697

**Project Proposal:  
Road District Financial System**

February 10, 1998

117

2/24/98

OK  
M/H

VOL 0096 PAGE 108

## Road District Financial System

**Road District Financial System**

It is becoming impossible to manage the finances of the Williamson County Road Districts without computer software. There are now between two and three thousand tracts which must be accounted for, and the number continues to grow. All this is handled by one person who must invoice each tract owner, collect all monies due, send delinquent notices to overdue accounts, issue reports, and respond to public inquiries. Without software to help, this process is very labor intensive, slow, and subject to human error.

This proposal covers all of the engineering work required to implement new financial software to reduce the work load, improve the accuracy, shorten the time, and allow better customer service for the Road Districts. The proposal includes the work to analyze the features, performance and capacity requirements, match this with the best commercially available software, customize this software for each of the road districts, train the user, convert data from the existing files, install, integrate and test the software to assure a fully functioning system.

An implementation of software as important as the financial system is a complex undertaking. The system engineering required for the project includes these tasks described in the next section:

- Application Evaluation
- Application Customization
- Procedures and Documentation
- User Training
- Data Conversion
- Installation, Integration, and Test

These tasks are all the work required to implement a fully functioning system.

## Road District Financial System

## Task Descriptions and Deliverables

The work to implement a financial system for Williamson County Road Districts requires a good deal of engineering in the following tasks.

### Application Customization

The County requires a complete financial system to be implemented which meets all the requirements of the Road Districts. This means user screens, reports, and other normally configurable aspects of the software will be customized to meet these mandatory requirements. These customizations must be accommodated by future releases of the software without programming effort or costs.

### Procedures and Documentation

We will provide operational procedures for backup and restore, disaster recovery, security, and other data base administration tasks as well as user procedures required to meet the mandatory requirements of the Road Districts.

We will produce any additional documentation beyond the standard documentation normally provided with the system which is required to meet the mandatory requirements of the Road Districts. This documentation will be accommodated by future releases of the software and standard system documentation without programming effort or costs.

A new financial system offers the opportunity to re-engineer many work processes in the Road Districts, but this is beyond the scope of these implementation services.

### User Training

Application training for the end user will be provided. Training in the operational and user procedures will be included. User training will be at county facilities at mutually agreeable times.

### Data Conversion

The Road District currently uses no financial software but records are kept in outdated versions of WordPerfect and Lotus 1-2-3. The data in these records will be converted into the new financial software.

### Installation, Integration, and Test

We will ensure that the product is successfully installed and integrated on the computer system at the Road District. The installation will be thoroughly tested to assure all work can be done as required.

### Product Support

The goal of user training will be to assure that ongoing support is not required.

## Time and Charges

### Road District Financial System:

- 3 months from approval to production use
- \$7,500

It is important to understand that this is a technically complex effort, but that an adequate financial system is crucial to the continued operation of the Road Districts. Our objective is to work to implement a practical, highly useful, cost effective, and successful financial system that will satisfy the Road Districts' needs now and for the foreseeable future as this County rapidly grows.

IX.

February 24, 1998

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Consider authorizing release of lien for any properties in district which have paid assessment in full.

No action taken on this agenda item.

THE ROAD DISTRICT COURT ADJOURNED AT 12:15 PM ON TUESDAY, FEBRUARY 24, 1998.

THE FOREGOING MINUTES in Volume 96 on pages 291 through 410, inclusive had at a Special Session of Commissioners Court of Williamson County, Texas, having been read are hereby approved this 3rd day of March, 1998.

John C. Doerfler  
John C. Doerfler, County Judge

ATTEST: Elaine Bizzell, Clerk County Court & Ex-officio Clerk,  
Commissioners Court, Williamson County, Texas

by: Dandra Etheredge  
Deputy Clerk