

AGENDA ITEM # 20

February 9, 1999

*

Consider approving damage settlement for windshield replacement for Wesley Brokaw for damage by Unified Road System.

Commissioner Limmer suggested we approve payment for this damage but require a signed and notarized affidavit for all future claims.

Moved: Commissioner Limmer

Seconded: Commissioner Hays

Motion: To approve \$252.25 damage settlement for windshield replacement for Wesley Brokaw for damage by Unified Road System.

Vote: Motion carried 5 - 0

AGENDA ITEM # 21

February 9, 1999

Discuss and take appropriate action on appointing a Williamson County Census 2000 complete count committee.

Commissioner Hays suggested appointment of Annette Cavazos Hewgley to the Williamson County Census 2000 Complete Count Committee.

AGENDA ITEM # 22

February 9, 1999

*

Consider approving the transfer of the following fixed asset from Extension Service to Communications:

(1) 1993 Chevrolet Extended Cab

Moved: Judge Doerfler

Seconded: Commissioner Heiligenstein

Motion: To approve transfer of one (1) 1993 Chevrolet Extended Cab from Extension Service to Communications.

Vote: Motion carried 5 - 0

< Clerk copy here >

CHANGE OF FIXED ASSET STATUS

DATE 2/3/99

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial #
<u>1</u>	<u>Chev Extended Cab</u>	<u>1993</u>	

FROM (Transferor): Extension Service

TO (Transferee): G. Simpson - Communications

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

RE Lep
Transferor - Elected Official/Department Head

Geniva Simpson
Transferee - Elected Official/Department Head

approved 2-9-99
John C. Doerfler

Discuss and take appropriate action on paying off Road District assessment on five (5) tracts we own in Southwest Williamson County Road District #1.

No action was taken on this agenda item.

AGENDA ITEM # 24

February 9, 1999

Consider approving payment of overtime for Unified Road System not to exceed \$35,000.00.

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To approve payment of overtime for Unified Road System in an amount not to exceed \$35,000.00.

Vote: Motion carried 5 - 0

AGENDA ITEM # 25

February 9, 1999

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Consider declaring an emergency and approving a budget amendment for Road and Bridge General from cash ending for payment of overtime:

0200-0210-1100	Salaries	\$35,000.00
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Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To declare an emergency and approve a budget amendment for Road and Bridge General from cash ending for payment of overtime:

0200-0210-1100	Salaries	\$35,000.00
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Vote: Motion carried 5 - 0

< Clerk copy here >

AN ORDER DECLARING AN EMERGENCY AND A GRAVE PUBLIC NECESSITY DUE TO UNFORESEEABLE CIRCUMSTANCES AND APPROVING A BUDGET AMENDMENT FOR

200
FUND210
DEPARTMENT
SIGNATURE

WHEREAS, THE WILLIAMSON COUNTY COMMISSIONERS COURT HAS CAREFULLY STUDIED THE PUBLIC NECESSITY OF INCREASING THE AUTHORIZED EXPENDITURES DURING THIS FISCAL YEAR; AND

WHEREAS, THE WILLIAMSON COUNTY COMMISSIONERS COURT, DUE TO UNFORESEEABLE CIRCUMSTANCES, DID NOT APPROPRIATE SUFFICIENT FUNDS IN THE CURRENT BUDGET FOR THIS NECESSARY EXPENDITURE; NOW

THEREFORE, BE IT ORDERED BY THE WILLIAMSON COUNTY COMMISSIONERS COURT THAT AN EMERGENCY AND GRAVE PUBLIC NECESSITY DOES EXIST DUE TO UNFORESEEABLE CIRCUMSTANCES.

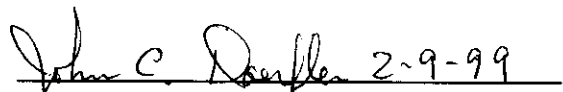
WHEREAS, ON THE 9th DAY OF February, 1999, A MOTION MADE BY Commissioner Boatright AND SECONDED BY Commissioner THE MOTION CARRIED BY A VOTE OF 5 FOR, 0 AGAINST. Hays

WHEREAS, THE WILLIAMSON COUNTY COMMISSIONERS COURT HAS DECLARED AN EMERGENCY AND A GRAVE PUBLIC NECESSITY DUE TO UNFORESEEABLE CIRCUMSTANCES IN THE MATTER OF BUDGETING NECESSARY FUNDS FOR THE ABOVE MENTIONED DEPARTMENT; NOW


THEREFORE, BE IT ORDERED THAT THE 1998 FISCAL YEAR WILLIAMSON COUNTY BUDGET BE AMENDED AND FROM THE UNAPPROPRIATED FUNDS IN THE ROAD AND BRIDGE GENERAL FUND, THE FOLLOWING AMOUNTS BE APPROPRIATED FOR THE FOLLOWING LINE ITEMS:

ACCOUNT #	DESCRIPTION	AMOUNT
200-210-1100	Salaries	\$ 35,000.00

WHEREUPON, A MOTION DULY MADE AND SECONDED, THE WILLIAMSON COUNTY COMMISSIONERS COURT DID AUTHORIZE THE COUNTY JUDGE TO SIGN THIS ORDER, THE COUNTY CLERK WAS INSTRUCTED TO FILE A COPY OF THIS ORDER WITH THE EXISTING BUDGET, AND TO FORWARD A COPY OF THIS ORDER TO THE COUNTY AUDITOR.


JOHN C. DOERFLER, COUNTY JUDGE

ATTEST:


NANCY RISTER, COUNTY CLERK

Consider approving a line item transfer for Non-Departmental:

from: 0100-0409-004998 Contingencies \$3,171.00
 to: 0100-0409-004912 CAPCO dues 3,171.00

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To approve a line item transfer for Non-Departmental:

from: 0100-0409-004998 Contingencies \$3,171.00
 to: 0100-0409-004912 CAPCO dues 3,171.00

Vote: Motion carried 5 - 0

< Clerk copy here >

226

ORDER APPROVING A LINE ITEM TRANSFER FOR

<u>100-409</u>	<u>Non Dept.</u>	
FUND	DEPARTMENT	SIGNATURE

WHEREAS, The Williamson County Commissioners Court has carefully studied the public necessity of transferring funds from one line item to another within the above mentioned department's budget; and WHEREAS, The Williamson County Commissioners Court, due to unforeseeable circumstances, did not appropriate sufficient funds in the proper line items when adopting the current county budget; and

WHEREAS, On the 9th day of Feb, 1999, a motion made by Commissioner Boatright and duly seconded by Judge Doerfler the motion carried by a vote of 5 votes for, 0 votes against.

THEREFORE, BE IT ORDERED THAT THE 1998 FISCAL YEAR WILLIAMSON COUNTY BUDGET BE AMENDED AND THE FOLLOWING AMOUNT(S) BE TRANSFERRED FROM THE FOLLOWING LINE ITEMS INTO THE NEEDED LINE ITEMS:

FUNDS TO BE REMOVED FROM THE FOLLOWING LINE ITEMS:

LINE ITEM #	DESCRIPTION	AMOUNT
0100-0409-004998	Contingencies	\$ 3,171.00

FUNDS TO BE INCREASED IN THE FOLLOWING LINE ITEMS:

LINE ITEM #	DESCRIPTION	AMOUNT
0100-0409-004912	Capco dues	\$ 3,171.00

WHEREUPON, A motion made and seconded, the Williamson County Commissioners Court did authorize the County Judge to sign this Order, the County Clerk was instructed to file a copy of this Order with the existing budget, and to forward a copy of this Order to the County Auditor.

John C. Doerfler 2-9-99
 John C. Doerfler, County Judge

ATTEST: Nancy E. Rister
 Nancy Rister, County Clerk

COMMISSIONERS COURT RECESSED TO EXECUTIVE SESSION AT 9:52 A.M. ON TUESDAY, FEBRUARY 9, 1999.

COMMISSIONERS COURT RECONVENED FROM EXECUTIVE SESSION AT 10:27 A.M. ON TUESDAY, FEBRUARY 9, 1999

AGENDA ITEM # 27

February 9, 1999

*

Discuss pending litigation: John Doe v. Ed Richards, et al (EXECUTIVE SESSION REQUESTED as per VTCA 551.071 pertaining to consultation with attorney)

No action was taken in executive session.

COMMISSIONERS COURT RECESSED TO EXECUTIVE SESSION AT 11:05 A.M. ON TUESDAY, FEBRUARY 9, 1999

AGENDA ITEM # 28

February 9, 1999

Discuss land acquisition for SH 45 (EXECUTIVE SESSION REQUESTED as per VTCA 551.072 pertaining to real property).

No action was taken in executive session

AGENDA ITEM # 29

February 9, 1999

Discuss parkland acquisition: (EXECUTIVE SESSION REQUESTED as per VTCA 551.072 pertaining to real property)

No action was taken in executive session.

COMMISSIONERS COURT RECONVENED FROM EXECUTIVE SESSION AT 11:28 A.M. ON TUESDAY, FEBRUARY 9, 1999.

AGENDA ITEM # 30

February 9, 1999

*

Discuss and take any appropriate action on land acquisition for SH 45.

No action was taken on this agenda item.

AGENDA ITEM # 31

February 9, 1999

Discuss and take any appropriate action on parkland acquisition.

Moved: Commissioner Heiligenstein

Seconded: Commissioner Hays

Motion: To enter into an earnest money contract for the 558 acre Mayfield tract and pursue a comprehensive site development study contract with a professional parks planner firm along with authorization to enter into contracts for environmental services study and engineering.

Vote: Motion carried 5 - 0

AGENDA ITEM # 32

February 9, 1999

*

Hear comments from commissioners.

Commissioner Heiligenstein felt the Elgin Bank case looked good at 10 acres and encouraged the court to attend the CUC meeting Wednesday, February 10, 1999.

Commissioner Boatright reported on the February 8, 1999, ATS meeting during which the name of Austin Transportation Study (ATS) was changed to Capital Area Metropolitan Planning Organization (CAMPO). Additional funding for Anderson Mill Road, \$1.6 million for Bagdad Road from Crystal Falls to Farm to Market 2243, and approximately \$2 million for ultimately six (6) lanes for Farm to Market 1431 from State Highway 183 to Bagdad Road and \$5 million for State Highway 183 from Hunters Chase to 620 was appropriated.

The Commissioner was elected as Vice-Chair of the ATS during that meeting.

Commissioner Heiligenstein thanked Commissioners Assistant Julie Lyons for all her work on Anderson Mill Road.

Commissioner Limmer attended the LBJ School of Public Affairs last Tuesday through Friday at which County Judge Martinez from Laredo spoke. Laredo has a population of approximately 100,000 with a \$25 million budget. They have received \$54 million in grants in less than two (2) years.

County Attorney Gene Taylor discussed the problems his office is experiencing with the Software Group.

Commissioners Assistant Julie Lyons advised no response has been received from Software Group regarding Y2K compliance.

Judge Doerfler suggested looking for an existing and suitable Y2K compliant package.

County Attorney Gene Taylor also advised the new magistrates, District Court and County Court-at-Law bills are on line to be filed with the State Legislature.

COMMISSIONERS COURT ADJOURNED AT 11:54 A.M. ON TUESDAY AUGUST 6, 1999

AGENDA:

MINUTES

*

of the

WILLIAMSON COUNTY ROAD DISTRICT MEETING

February 9, 1999

THE STATE OF TEXAS) (

COUNTY OF WILLIAMSON) (BE IT REMEMBERED that at 11:55 a.m. on this the 9th day of February A.D., 1999, there was begun and holden a REGULAR SESSION of the Commissioners Court of Williamson County, Texas, pursuant to V.A.C.S. art. 6702-1, acting as ex-officio road commissioners of their respective precincts, the following members being present, to-wit:

JOHN C. DOERFLER, County Judge
MICHAEL L. HEILIGENSTEIN, Commissioner, Precinct 1
GREGORY W. BOATRIGHT, Commissioner, Precinct 2
DAVID S. HAYS, Commissioner, Precinct 3
FRANKIE LIMMER, Commissioner, Precinct 4
NANCY E. RISTER, County Clerk

I. February 9, 1999

*

Read and approve the minutes of the last meeting.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To approve the minutes of the last meeting.

Vote: Motion carried 4 - 0 with Commissioner Hays absent from the dais.

II. February 9, 1999

Discuss and take appropriate action on the Southeast Williamson County Road District #1 including, but not limited to payment of bills.

Moved: Commissioner Heiligenstein

Seconded: Commissioner Boatright

Motion: To approve refund of \$143.06 to FT Mortgage Company for overpayment; \$998.87 to McCreary, Veselka, Bragg & Allen, P.C. for delinquent assessments collected from August 1, 1998 through January 31, 1999;

\$123.86 for postage used for the month of December, 1998, and

\$200.00 for Administrative Services for January, 1999, by Nickey Lawrence.

Vote: Motion carried 5 - 0

VOL 0102 PAGE 568

350 Discovery Blvd., #201
Cedar Park, TX 78613(512) 260-4280
FAX: (512) 260-4284**Southeast Williamson County
Road District # 1**

TO: Williamson County Commissioners' Court
FROM: Nickey Lawrence
DATE: February 9, 1999
RE: Refunds

Please issue the following refunds:

FT Mortgage Company
8001 Stemmons Freeway
Dallas, TX 75247

\$143.06

Overpayment
Loan #00034901133, BJ Jeppe
R349958*approved 2-9-99
John C. Daerfler*

Thank you for your attention to this matter.

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350 Discovery Blvd., #201
Cedar Park, TX 78613

(512) 260-4280
FAX: (512) 260-4284

**Southeast Williamson County
Road District # 1**



TO: Williamson County Commissioners' Court
FROM: Nickey Lawrence
DATE: February 5, 1999
RE: Payment to Delinquent Tax Attorney

Please issue check to: McCreary, Veselka, Bragg & Allen, P.C.
PO Drawer 26990
Austin, TX 78755

Amount: \$998.87

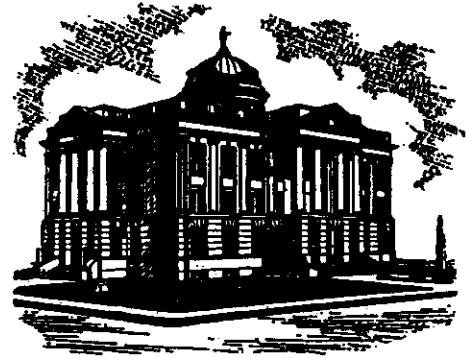
Reference: Delinquent assessments collected from August 1, 1998 – January 31, 1999

Thank you.

*approved 2-9-99
John C. Doefler*

VOL 0102 PAGE 570
Williamson County
Georgetown, Texas

DAVID U. FLORES
COUNTY AUDITOR



January 27, 1999

Southeast Road District
Attn: Nicki Lawrence
Williamson County, TX

Re: County Courthouse Postage Meter Usage

Attached is a breakdown of postage meter usage for the month of December 1998. Total usage by the ~~Health Department~~ is \$123.86. Please process a check payable to Williamson County in the amount of \$123.86 to reimburse the County for this postage.

SERO

Thank you for your attention to this matter. Please call if you have any questions.

Sincerely,

Julie Kiley

Julie Kiley
Financial Reporting
Assistant County Auditor

*approved 2-9-99
John C. Daerfler*

WILLIAMSON COUNTY
COUNTY COURTHOUSE
GEORGETOWN TX 78626

Page: 1
Date: 01/04/99
Time: 1:31 PM
Station ID: 0

Account Summary Report

Account ID	Period 1 ends 01/01/99		Period 2 ends 10/01/99	
	Pieces	Charged Amount	Pieces	Charged Amount
1	0	0.000	0	0.000
400JUD	71	28.310	71	28.310
402PER	18	6.220	96	50.270
403CLK	1108	599.050	3083	1654.770
453JP3	662	252.240	1788	640.400
492VOT	3526	830.020	12435	3049.090
495AUD	448	34.440	1013	230.700
497TRE	1240	413.520	3531	1170.910
499TACA	6856	2645.440	16373	6468.790
503IS	1	1.700	4	19.150
509MAN	0	0.000	0	0.000
572PRO	0	0.000	0	0.000
AUCDEC95	0	0.000	0	0.000
BEN885	222	93.810	602	272.610
HLTH100	1109	364.080	2050	687.740
HLTH200	135	66.350	363	212.970
HLTH300	27	21.750	98	77.360
HLTH400	0	0.000	0	0.000
HLTH500	0	0.000	0	0.000
NERD	816	291.100	816	291.100
PCT3213	0	0.000	0	0.000
SERD	360	123.860	360	123.860
SWRD	35	14.800	35	14.800
Grand Total	16634	5786.690	42718	14992.830

NICKEY LAWRENCE
350 Discovery Blvd., Ste. 201
Cedar Park, TX 78613

February 1, 1999

Southeast Williamson County Road District #1
C/o Williamson County, Pct. 2
350 Discovery Blvd., Ste. 201
Cedar Park, TX 78613

Invoice

Administrative Services – January 1999

\$200.00

*approved 2-9-99
John C. Dwyer*

Discuss and take appropriate action on the Southwest Williamson County Road District # 1, including, but not limited to payment of bills.

Moved: Commissioner Heiligenstein

Seconded: Commissioner Boatright

Motion: To approve payments of \$14.80 for postage meter usage for the month of December 1998;

\$45,857.37 to McCreary, Veselka, Bragg & Allen, P.C. for delinquent assessments collected from August 1, 1998, through January 31, 1999, and \$200.00 to Nickey Lawrence for administrative services for January, 1999.

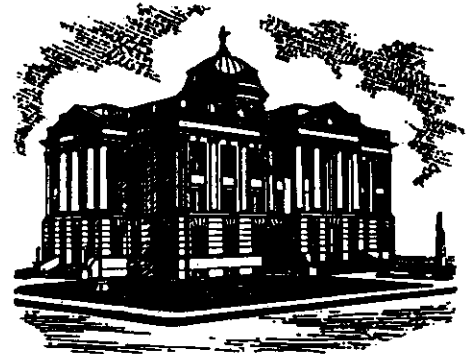
Vote: Motion carried 5 - 0

< Clerk copy here > SWRD

Williamson County

Georgetown, Texas

DAVID U. FLORES
COUNTY AUDITOR



January 27, 1999

Southwest Road District
Attn: Nicki Lawrence
Williamson County, TX

Re: County Courthouse Postage Meter Usage

Attached is a breakdown of postage meter usage for the month of December 1998. Total usage by the ~~Health Department~~ is \$14.80. Please process a check payable to Williamson County in the amount of \$14.80 to reimburse the County for this postage.

SWRD

Thank you for your attention to this matter. Please call if you have any questions.

Sincerely,

Julie Kiley

Julie Kiley
Financial Reporting
Assistant County Auditor

*approved 2-9-99
John C. Daefler*

Account Summary Report

Account ID	Period 1 ends 01/01/99	Charged Amount	Period 2 ends 10/01/99	Charged Amount
	Pieces		Pieces	
1	0	0.000	0	0.000
400JUD	71	28.310	71	28.310
402PER	18	6.220	96	50.270
403CLK	1108	599.050	3083	1654.770
453JP3	662	252.240	1788	640.400
492VOT	3526	830.020	12435	3049.090
495AUD	448	34.440	1013	230.700
497TRE	1240	413.520	3531	1170.910
499TACA	6856	2645.440	16373	6468.790
503IS	1	1.700	4	19.150
509MAN	0	0.000	0	0.000
572PRO	0	0.000	0	0.000
AUCDEC95	0	0.000	0	0.000
BEN885	222	93.810	602	272.610
HLTH100	1109	364.080	2050	687.740
HLTH200	135	66.350	363	212.970
HLTH300	27	21.750	98	77.360
HLTH400	0	0.000	0	0.000
HLTH500	0	0.000	0	0.000
NERD	816	291.100	816	291.100
PCT3213	0	0.000	0	0.000
SERD	360	123.860	360	123.860
SWRD	35	14.800	35	14.800
Grand Total	16634	5786.690	42718	14992.830

350 Discovery Blvd., #201
Cedar Park, TX 78613

(512) 260-4280
FAX: (512) 260-4284

Southwest Williamson County Road District # 1



TO: Williamson County Commissioners' Court
FROM: Nickey Lawrence
DATE: February 5, 1999
RE: Payment to Delinquent Tax Attorney

Please issue check to: McCreary, Veselka, Bragg & Allen, P.C.
PO Drawer 26990
Austin, TX 78755

Amount:

\$45,857.37

*approved 2-9-99
John C. Daefler*

Reference: Delinquent assessments collected from August 1, 1998 – January 31, 1999

Thank you.

NICKEY LAWRENCE
350 Discovery Blvd., Ste. 201
Cedar Park, TX 78613

February 1, 1999

Southwest Williamson County Road District #1
C/o Williamson County, Pct. 2
350 Discovery Blvd., Ste. 201
Cedar Park, TX 78613

Invoice

Administrative Services – January 1999

\$200.00

approved 2-9-99
John C. Daefler

Discuss and take appropriate action on the Northeast Round Rock Road District #1, including, but not limited to payment of bills.

Moved: Commissioner Heiligenstein

Seconded: Commissioner Boatright

Motion: To approve payment of \$291.10 for postage meter usage for the month of December, 1998;

\$446.49 to McCreary, Veselka, Bragg & Allen, P.C. for delinquent assessments collected from August 1, 1998, through January 31, 1999;

\$200.00 to Nickey Lawrence for administrative Services for January, 1999;

\$207.70 refund Steven Williams;

\$100.00 refund Stewart Title Company;

\$207.70 refund Bill Cairo;

\$207.70 refund Joel Rawlins;

\$207.70 refund John Robinson;

\$207.70 refund Joe Matlock;

\$207.70 refund William Potts, Jr.;

\$ 9.61 overpayment Earl W. Bissett, Jr. and

\$207.70 refund Steve Carlin;

\$291.10 postage meter usage for December, 1998;

Vote: Motion carried 5 - 0

< Clerk copy here > NERD

350 Discovery Blvd., #201
Cedar Park, TX 78613

(512) 260-4280
FAX: (512) 260-4284

Northeast Round Rock Road District # 1



TO: Williamson County Commissioners' Court
FROM: Nickey Lawrence
DATE: February 9, 1999
RE: Refunds

Please issue the following refunds:

Steven Williams
3707 Walleye Way
Round Rock, TX 78664

\$207.70

approved 2-9-99
John C. Daerfler
Paid by Mortgage Co.
R081997

Stewart Title Company
8015 N. Shoal Creek Blvd., Ste. 114
Austin, TX 78757

\$100.00

Overpayment
GF # 8120241
R343822

Bill Cairo
1406 Pigeon View St.
Round Rock, TX 78664

\$207.70

Paid by Mortgage Co.
R317775

Joel Rawlins
3900 Eagles Nest St.
Round Rock, TX 78664

\$207.70

Paid by Mortgage Co.
R317614

John Robinson
3914 Orion St.
Round Rock, TX 7664

\$207.70

Paid by Mortgage Co.
R317461

Joe Matlock
3925 Eagles Nest St.
Round Rock, TX 78664

\$207.70

Paid by Mortgage Co.
R317576

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Northeast Round Rock Road District #1 Refunds
February 9, 1999
Page 2

William Potts, Jr.
3917 Eagles Nest St.
Round Rock, TX 78664

\$207.70

Paid by Mortgage Co.
R317580

Earl W. Bissett, Jr.
1108 Wilderness Path
Round Rock, TX 78664

\$9.61

Overpayment
R303974

Steve Carlin
1307 Pigeon View
Round Rock, TX 78664

\$207.70

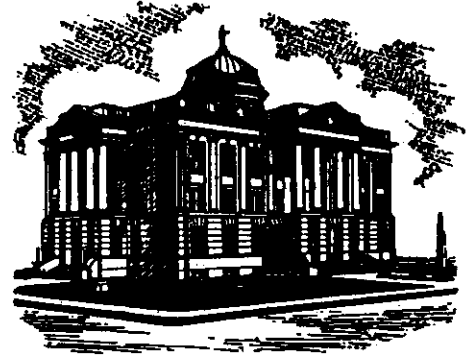
Paid by Mortgage Co.
R361156

*approved 2-9-99
John C. Daerfer*

Williamson County

Georgetown, Texas

DAVID U. FLORES
COUNTY AUDITOR



January 27, 1999

Northeast Road District
Attn: Nicki Lawrence
Williamson County, TX

Re: County Courthouse Postage Meter Usage

NERD
Attached is a breakdown of postage meter usage for the month of December 1998. Total usage by the ~~Health Department~~ is \$291.10. Please process a check payable to Williamson County in the amount of \$291.10 to reimburse the County for this postage.

Thank you for your attention to this matter. Please call if you have any questions.

Sincerely,

Julie Kiley
Financial Reporting
Assistant County Auditor

approved 2-9-99
John C. Daerfler

Account Summary Report

Account ID	Period 1 ends	01/01/99	Period 2 ends	10/01/99
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400JUD	71	28.310	71	28.310
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403CLK	1108	599.050	3083	1654.770
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492VOT	3526	830.020	12435	3049.090
495AUD	448	34.440	1013	230.700
497TRE	1240	413.520	3531	1170.910
499TACA	6856	2645.440	16373	6468.790
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572PRO	0	0.000	0	0.000
AUCDEC95	0	0.000	0	0.000
BEN885	222	93.810	602	272.610
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HLTH200	135	66.350	363	212.970
HLTH300	27	21.750	98	77.360
HLTH400	0	0.000	0	0.000
HLTH500	0	0.000	0	0.000
NERD	816	291.100	816	291.100
PCT3213	0	0.000	0	0.000
SERD	360	123.860	360	123.860
SWRD	35	14.800	35	14.800
Grand Total	16634	5786.690	42718	14992.830

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350 Discovery Blvd., #201
Cedar Park, TX 78613

(512) 260-4280
FAX: (512) 260-4284

Northeast Round Rock Road District # 1



TO: Williamson County Commissioners' Court
FROM: Nickey Lawrence
DATE: February 5, 1999
RE: Payment to Delinquent Tax Attorney

Please issue check to: McCreary, Veselka, Bragg & Allen, P.C.
PO Drawer 26990
Austin, TX 78755

Amount:

\$446.48

*approved 2-9-99
John C. Daugherty*

Reference: Delinquent assessments collected from August 1, 1998 – January 31, 1999

Thank you.

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NICKEY LAWRENCE
350 Discovery Blvd., Ste. 201
Cedar Park, TX 78613

February 1, 1999

Northeast Round Rock Road District #1
C/o Williamson County, Pct. 2
350 Discovery Blvd., Ste. 201
Cedar Park, TX 78613

Invoice

Administrative Services – January 1999

\$200.00

*approved 2-4-99
John C. Daefler*

V.

February 9, 1999

*

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

No action was taken on this agenda item.

THE ROAD DISTRICT COURT ADJOURNED AT 11:57 A.M. ON TUESDAY, FEBRUARY 9, 1999.



Hart Information Services, Inc.
P.O. Box 80649
Austin, Texas 78708-0649
Phone: 800.223.HART
Fax: 800.831.1485
Email: info@hartis.com
Website: www.hartis.com

February 22, 1999

The Honorable Nancy Rister
Williamson County Clerk
P.O. Box 18
Georgetown, Texas 78627

Dear Ms. Rister:

The costs for existing maintenance for the Vital Statistics System include \$ 1,050 for the imaging software and \$ 3,266 for the Hart I/Sol® Vital Statistics application software. With the implementation of the new contract for the County Clerk Recording System, we will be able to eliminate the \$1,050 in maintenance costs for imaging software. That will be included in the maintenance costs of the new contract.

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas P. Allen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Douglas P. Allen, CRM
Integrated Solutions Consultant
Hart Information Services, Inc.



Hart Information Services, Inc.
P.O. Box 80649
Austin, Texas 78708-0649
Phone: 800.223.HART
Fax: 800.831.1485
Email: info@hartis.com
Website: www.hartis.com

January 22, 1999

The Honorable Nancy Rister
Williamson County Clerk
P.O. Box 18
Georgetown, Texas 78627

Dear Ms. Rister:

Attached is a sample contract for your consideration. I know that we need to move forward quickly with an order and a contract to meet the May 1 deadline for system implementation and image conversion. The contract document is drafted, based upon an assumption that there will be a subsequent lease agreement for the hardware and software being acquired. This option can provide us with lower monthly payments, since we are able to make use of interest rates offered by leasing companies.

Since we have not finalized our initial system configuration, I have attached two additional spreadsheets for your review. One includes imaging for Courts Case Management, assuming that any workstations used at the Courts building will be networked to the main Courthouse location and that all applications can rely upon a single server. The second option provides for a similar configuration, but provides for a total of three scanners, one for the courts application and two for the property records applications.

Please review these configurations internally and/or with me at your earliest opportunity so that we can make any final adjustments and reflect them in a contract document. If it is at all possible I would like to try to target February 8 as our date for approval by the Commissioner's Court.

Since we have a fairly short time to complete this, please feel free to contact me via my pager at (888) 767-6241, if I am out of town or unavailable when you call. I look forward to working with you and with your staff as we implement your new system.

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas P. Allen".

Douglas P. Allen, CRM
Integrated Solutions Consultant
Hart Information Services, Inc.

Williamson County

**Proposal
for a
Records Management and
Imaging System**

December 30, 1998



Hart Information Services, Inc.

**15500 Wells Port Drive
Austin, Texas 78728
(512) 252-6400**



December 30, 1998

Hart Information Services, Inc.
P.O. Box 80649
Austin, Texas 78708-0649
Phone: 800.223.HART
Fax: 800.831.1485
Email: info@hartis.com
Website: www.hartis.com

The Honorable Nancy Rister
Williamson County Clerk
P.O. Box 18
Georgetown, Texas 78627

Dear Ms. Rister:

Hart Information Services, Inc. is pleased to provide this Proposal for an Imaging System for Williamson County, Texas. We are responding to that request with a complete initial proposal for computer hardware and software, installation, training and project management services. This proposal is based upon our experience with rapidly growing counties throughout the United States.

This proposal will be valid for a period of 90 days from the date the submitted. It includes our base system, and includes some assumptions regarding modification requirements to ensure compliance with Texas statutes and regulations for document recording. We would like to meet with you to review the specific requirements of Williamson County and to confirm our system's ability to accommodate any state-specific requirements for Texas. After completing that review and after reviewing the assumptions that we have made regarding the system configuration, we will confirm all costs for you.

Hart IS is open continuing negotiations with Williamson County on both price and contract conditions. Should a lease/purchase agreement be of interest to the County, we will be pleased to provide cost information. I look forward to working with you to provide the highest quality solution possible for the Williamson County Clerk.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug L.P. Allen".

Douglas P. Allen, CRM
Integrated Solutions Consultant
Hart Information Services, Inc.

EXECUTIVE SUMMARY

Executive Summary

Hart Information Services, Inc. (Hart IS) is pleased to respond to your request for proposal for a Records Management and Imaging System.

Hart IS is recognized as a consistent and reliable source for numerous products, systems and services for county governments. We are pleased to propose a proven solution that will not only fulfill the basic requirements but will provide a complete management system for Williamson County. Our current installations in Sarasota County Florida, Mecklenburg County, North Carolina, Harris County, Bastrop County, Fort Bend County and Gregg County, Hays County, Uvalde County Texas, and our recent bid award in Sonoma County, California should prove advantageous as they demonstrate our ability to support installations throughout the a number of states.

Our Certified Records Manager is well-acquainted with County Clerks' requirements. Having completed Records Control Schedules and having inspected and stored microfilm for more than 65 County Clerks in Texas enhances our total understanding of the office. We believe that our previous experience with the records of many counties across the nation designates us as the most qualified resource available to successfully meet the requirements of this project.

Our understanding is that Williamson County seeks an imaging system as part of a comprehensive management system for Official Public Records and the UCC filings of the Clerk of Courts' office. The proposed system addresses the preservation of copy and offers flexible indexing, reporting and accounting functions. You and your customers will experience immediate access to documents and the conflict created between the time required to store and reproduce will be eliminated. The result should be dramatically improved customer service for Williamson County and interested parties. In addition to providing immediate document access, this system also provides another critical function; ease of use. It is designed to be a simple, user friendly interface to the non-technical public to further facilitate the speed of the document retrieval process.

The successful installation and implementation of imaging and records management systems is a core function of our business. Our ongoing working relationship with counties across the United States on numerous projects only reinforces the commitment we have to county governments. Our goal is always to provide a successful automation project with complete customer satisfaction.

The solution we propose combines design, consulting, hardware, software, training and support into a "friendly" turnkey package to meet the complete records management needs of Williamson County. We are committed to "open systems" which ensures maximum flexibility and removes the risk of your investing in any "dead end" technologies.

Minimizing our customers' risk is a major concern to us. This is why we would employ the same technologies in Williamson County that have been proven and highly acclaimed at our other customer sites, including those noted above.

Our selections for operating systems, database software and imaging software for document imaging demonstrate the way in which our solution minimizes the technological risks. Desktop imaging and object controls are incorporated in Microsoft's release of Windows 95 thereby setting the standard in the marketplace. The partnership between Hart Information Services and our key suppliers for multi-year technical, service, and marketing alliance demonstrates our commitment to the reliability and long-term stability of our system.

We have worked hard to provide a solution that offers Williamson County not only first rate performance, but ease of use and versatility. Technology has changed rapidly during the past few years, and with that in mind, we want to ensure that our clients have the best systems available today, as well as open migration paths to improvements in the future. Throughout our proposal, our goal is to offer maximum functionality and flexibility.

While we have priced this proposal aggressively, we do not consider options that may include sub-standard hardware, unproved software or limited support. We consider this a fairly priced proposal and the best solution for Williamson County with maximum personal attention before and after the installation.

Our pledge to provide you with responsive customer support after installation will also prove to be advantageous to Williamson County. We invite you to investigate the support capabilities that we are providing to our existing clients.

When you consider ease of use, flexibility, dedicated support, track record, past working relationships, certainty, confidence, partners, open systems and our commitment to county government, we believe you will agree that the best solution is Hart Information Services, Inc.

COMPANY PROFILE

Company Profile

*The
Hart Family of
Companies*

Hart Information Services, Inc.

Austin, TX

Provider of information services,
including forms management,
workflow and imaging systems, and
records management.

Hart Graphics

Austin, TX

Duncan, SC

Irvine, CA

Manufacturer of documentation
catalogs and industrial literature, and
the second largest printer of
computer documentation in North
America.

Hart Graphics - Simpsonville

Simpsonville, SC

Dedicated manufacturing facility that
produces more than 2.5 million
TV Guides weekly.

Hart Label

Round Rock, TX

Manufacturer of a complete line of
pressure sensitive labels.

Number of Employees:

Over 850 Nationwide

Hart Information Services is part of a family-owned, Texas-based corporation that traces its roots back to 1912. As a result of continuing responsiveness to our customers' changing information needs, the corporation has evolved into several companies. Each Hart company has market specialization. The annual, combined revenues of the Hart companies is now in excess of \$85 million in annual sales. Clients of the Hart Graphics companies include: IBM, Microsoft, Dell, ROLM, and a number of other high-technology firms. We provide disk duplication services and distribution services for a number of these key clients. Hart IS is a value-added reseller for IBM, Hewlett Packard, Dell, Oracle, and Powersoft among others.

Hart IS has been a leader in providing services to government agencies, insurance firms, financial institutions and commercial clients for a number of years. Our expertise in these areas comes from a background in compliance. We are the leading supplier of Election tabulation systems in the State of Texas, with more than 100 counties installed to date. We are also the leading supplier of optical-scan election ballots in Texas, and in the US.

With the establishment of a Records Management program for clients, Hart Information Services has completed more than 650 Records Control Schedules for local government agencies in Texas. Our area of specialization for those schedules has been within county government, and, more specifically within County Clerks' offices throughout the State.

Optical Disk based imaging systems, such as those contemplated by our clients represent a key strength of Hart Information Services Integrated Solutions Group. Our image systems in Sarasota County, Florida, Mecklenburg County, North Carolina, Ft. Bend County, Gregg County, Hays County, McLennan County, Uvalde County, and recent awards in Sonoma County, California and Bastrop County, Texas, demonstrate our success in working with rapidly growing jurisdictions and our commitment to cost-effective document management systems. Hart IS' expertise in the area comes from its experienced staff,

relationships with premier imaging software suppliers, and our flexible approach to meeting the individual needs of large entities and small entities alike.

*Hart IS
Expertise*

Our knowledge of and appreciation for compliance will be advantageous to our clients as they seek to meet the requirements of the laws specific to County Clerks. We have developed our imaging solutions to meet or exceed those requirements, including ANSI/AIIM Standards. One of the members on our staff co-authored the Texas Electronic Standards, while another served on an advisory panel to the Texas State Library as it completed the development of those standards. That Hart employee has also served on AIIM's C22 Committee on the Legal Acceptance of Records Produced by Information Technology.

As Hart Information Services' business base has expanded into Records Management and Integrated Systems areas, we have formed a business unit specifically designed to meet the Records Management and Systems Integration needs of our clients. Our Hart Integrated Solution service line is here to meet the needs of our clients with the development and installation of the specific type of system they request.

Support services are provided by Hart IS employees on-site during the installation and training phases of the project. Other project support is provided through the Hart IS project help desk.

FUNCTIONAL DESCRIPTION

Functional Description

OVERALL FEATURES: *An Integrated System*

Workflow

The Hart Integrated Solutions System (System) is a comprehensive turnkey application that is designed to meet the complete records management needs of the Williamson County Clerk's department. All modules are tightly integrated, providing a common user interface under Microsoft Windows and storing indexing and financial data in a single Informix repository. The Informix database design provides for the linking of financial, index, and image data in a unified design, so that no information is repeated or re-entered.

Status information is maintained in the database to control workflow between the various modules and to ensure that all functional processing is completed as needed in sequential steps or in parallel with other functions. This makes this system the central point of reference in the County Clerks' office for document recording, indexing, and retrieval, driving the work flow of document recording from point of sale, through image capture and indexing, to public inquiry and access to documents.

Modular

The System is comprised of separate modules, and each installation is customized to include only those modules that may be needed, adjusting work flow parameters as appropriate. All modules are Microsoft Windows executable files and Dynamic Link Libraries that can stand alone, including the underlying database and imaging system software. Counties can purchase modules separately and install different modules using a phased approach. This software has been purchased and implemented with or without point of sale software, as a standalone point of sale application, as an image management system integrated with a mainframe indexing system, and has been installed in phases at several sites, with or without the imaging functionality. All modules are strong enough to stand on their own as independent software applications and can be used to address a specific need, such as document recording/point of sale, image capture and management, indexing, remote access billing, etc.

The System consists of two major underlying components, with the application software built upon them. They are the Informix database and the Imaging and workflow system software. The purchase of the Informix database is essential to the applications, as is the Imaging and workflow system software for image support. All major functional modules can be purchased separately and/or implemented in a phased approach including imaging, based on the underlying database purchase.

Flexibility

The System is divided into separate application modules, packaged as a set of a Microsoft Windows executable files and its associated callable Dynamic Link Libraries. These can be combined to give menu level access to several modules for different users as deemed appropriate, and to lock users out of modules that don't apply to them. All modules are MS Windows compliant. System users can be given access to several modules simultaneously. In addition, each executable can be run with parameters that can be set to not allow certain functions to be masked from the particular user. These parameters can be set automatically from the security module and/or as menu level access functionality.

Elimination Of Redundant Data Entry

The System database is a unified database that handles all of the functional needs of the County Clerks' office and at no time requires redundant data entry. At each processing step all previously entered data is displayed for further processing, and fields that can be computed as formulas are filled automatically. The previously entered data can be corrected by override at any point in the records management process by authorized users. Data flows through the system, and is 'expanded' as more processing is completed.

Task Switching

It is important for operators to be able to switch from task to task rapidly. In other words, "hot-key" capability must exist at the work station. For example, operators must be able to switch from a recording function to a mainframe emulation or to WordPerfect and back instantly with one or two key strokes. In addition, hot-keying can exist between recording functions. For example, if a data entry operator in the Land Records data expansion module wished to switch to an inquiry screen to perform a lookup while only half way through the data entry operation, it would be possible to switch back to the data entry screen and resume exactly where the user was working previously without losing any data.

All modules are Microsoft Windows compliant, allowing the user to launch another application at any time without having to close out or save their current work.

Pop-up Windows

Pop-up or pull down windows are present on any module involving data input. All table driven data such as document types codes, fee schedule, customers, etc. will be presented either as 'drop down list boxes' (pull down) or as Pop-up selection windows as appropriate. The contents of values and comments regarding these values is under direct control of the system administrators who maintain these tables. Data may be entered without using the pull-down or pop-up functionality (it can be automatically bypassed). Data can also be selected from these windows without being entered. Invalid data entry in a coded field will automatically activate the drop-down or pop-up functionality. Drop-down list boxes will support first letter pattern matching to speed code location, pop-up windows will allow for an exact search to limit results for large code tables.

Help

Context sensitive help is available as a standard feature, implemented in several ways that are under system administrator control. Help text information is encoded in the document types table, and can be differentiated for access by different software modules. When each module is being run, this help text can be displayed immediately and is contextually based on document type. The system also contains a system administrator-maintained help text table. This table associates a single or several windows of instructional data with specific application windows, and provides instructions on operations involved with that window.

RECORDING MODULE
*Cashiering\Document
 Reception*

*Calculating And
 Accounting For Fees*

This module supports multi-line multi-location document reception, Instrument numbering, clocking, calculation of fees, accounting, and creation of the computer record.

The system will automatically price all documents and services for the Williamson County Clerks' office, using system administrator updatable table driven fee schedules that will spread the transactions over multiple accounts. Fees are combined into standard fee groups, which can then be associated with document and/or transaction types. Revenue from non-recording operations can be easily entered into the system and associated with appropriate accounts. This is in place at other County Clerks installations complete with an interface to the county-wide general ledger system.

The System has easy to use functions to handle 'multiple' documents, single physical documents that are in fact recorded and indexed as several documents. Additional fees are collected for each document type entered, and index data is maintained so that each entry can be indexed separately. At the same time, these multiple entries are automatically associated with the same document image.

*Creation Of An Index Record
 For The Document And
 Assign Instrument Number*

Tracking of no-fee and no-fee stamped documents is a standard feature.

The document input process creates an index record for each document recorded and assigns the County Clerks' Instrument Number for each document. The Instrument Number and related recording information is printed on the document, which at the county's option can be in bar-code format. The Instrument Number and/or book page number can be repeated several times for multiple pages of the document. Multiple file series support is standard. Support of multiple series is currently in place in another County and this support is based on document type and maintainable by the County Systems Administrator. It is possible to vary this format as needed. The rollover period is maintained in the instrument number control table, with standard rollover periods of daily, monthly, yearly, and no rollover selectable by the systems administrator.

Batch Recording

The System provides support for batching of documents so that consecutive Instrument Number's can be assigned or preassigned to documents in three ways:

1. Interactive Batch

Standard document / instrument recording in the System is a batch process. Single documents may be treated as a "one document batch." All related documents are entered into the document recording/point of sale software and automatically priced by the system. When the end of the batch of related instruments is entered the fees are collected for the entire batch. This is when consecutive Instrument Number's are assigned. This method supports multiple-line recording without the pre-assignment of the Instrument Number's.

2. Title Company Batch

The System has a complete subsystem for allowing for pre-assignment of Instrument Number's for batches of dropped-off documents from high volume filer's such as title companies. A batch record is created within the System reserving the appropriate number of Instrument Number's for that batch and sequencing the Instrument Number's with the current interactive batch recording in process. These batches can be recalled and selected from a list of available batches by any recording station operator, running the exact same software as the interactive batch entry, with the exception that some data can be defaulted for the batch, the recording time is preset when the batch record is created, and the Instrument Number's have been preassigned.

3. 8:30 Batch

The System has specialized functionality for 8:30 batches, documents that are dropped off and recorded as the first documents at 8:30 the next day. These batches are processed in a similar fashion as Title Company Batches, the exception being that they use the beginning Instrument Number's for that day and are considered recorded at 8:30 AM, regardless of what time the actual computerized recording is done. At the beginning of each day the recording supervisor must ensure that 8:30 batches have been created and then enable assignment of Instrument Number's for interactive and title company batch functions.

*Assigning Instrument
Numbers*

The System automatically sequences Instrument Numbers to service multiple reception lines and multiple batches. In all cases only consecutive numbers are assigned at the beginning of the recording transaction. This same functionality would work equally well in a satellite office.

*Point Of Sale, Bank Teller
Type Accounting*

The system has been providing point of sale, bank teller type accounting to county records management operations for in excess of seven years. All transactions provide a complete audit trail by user/cash drawer for reconciliation, as well as to generate revenue and statistical reports. Every batch of recorded documents or financial transactions is assigned a sequential receipt number for tracking through the software. A physical receipt is also printed and journalized on the financial slip printer.

Tight controls are maintained to ensure proper collection and distribution of fees. The point of sale software ensures that adequate fees are collected in order to complete transactions, handling surplus as a standard feature. Financial adjustment, over/short, and accounts receivable supervisory functions are strictly controlled by security. An audit trail is maintained for all financial adjustments indicating adjustment date and user id, and providing views of both the original and adjusted data.

The point of sale software automatically cross-checks customer accounts at the time of recording to ensure that the account is active, has sufficient funds if 'draw-down', or is within credit limit boundaries in a charge account before allowing for recording of documents.

*Print Instrument Number,
Date, And Time On Document
And/Or On Peel And Stick
Labels*

The System prints the Instrument number, date, and time, as well as any other standard recording information, directly onto the documents as a part of the recording process.

The Daily Check Report prints out, upon request, a list of all checks received for the day by cashier, and combined for all cashiers. This report can also be run for any department separately or combined. It also summarizes cash position and can be used as supporting documentation for making bank deposits.

Balancing

Summarized and detail reports are available by date range for balancing and revenue reporting. As with all such reports, they can be routed to either a printer or displayed on-screen. The system assigns and categorizes revenue for all documents at the point of recording. Adjustments are entered into the system by a supervisor and merged with the data on the report. The system calculates all totals.

The System can automatically generate transaction entries for specific general ledger accounts and provide reports for entry into the county-wide general ledger system if this addition is desired.

Accounts Receivable

The System has an integrated accounts receivable module. This module supports 'draw-down' accounts for customers with money deposited on account in advance of service, as well as charge accounts. The system enforces sufficient funds for draw-down or credit limits for charge customers at the time of recording. An on-screen, up to date account record is maintained, and the system can generate billing statements by date range or selectively for daily, weekly, monthly or quarterly billed customers.

All charged transactions are reported on standard accounting reports, as well as billing and customer account information reports (balance, activity, low balance).

Pre-Indexing of Documents

The System records in the system database, for pre-indexing, along with the other transaction information, on all point-of-sale terminals:

1. Number of pages
2. Deposit account name (Title Companies) (optional)
3. Grantor or Grantee at Cashier's discretion (look-up table)
4. Recording Number
5. Fees (calculated by system)
6. Date (auto-fill)
7. Time (auto-fill; clerk has ability to stop clock)

The above information entered at the point-of-sale entry is available immediately to the data entry/index expansion clerk. There is no redundancy in the data entry effort. Williamson County may choose to add indexing database fields in addition to the above. These can be optional or mandatory fields.

Flexible Numbering

Account Numbers can be entered via pop-up windows, drop-down list boxes, or be assigned to function code keys that will be assigned to Williamson County specifications.

Enable entry of information at document reception terminal(s)

Document reception terminals will provide for data entry in a timely manner. All data validation rules and valid values will be locally present on the client PC after application startup to ensure rapid response for data validation irrespective of network traffic. System response for receiving information in a field is immediate, records are only transmitted to the server upon batch completion, ensuring rapid response between records.

Print customer receipt with data elements and format controlled by Systems Administrator

The receipt printing will be customized to match the format specified by Williamson County and establish a parameter control file to allow the system administrator to change elements of the receipt format. For example, the receipt may contain: Instrument Number, date, time, itemized fees, name of county, cashier id, register number, and account balance, i.e. draw-down accounts and accounts receivable.

Endorsing/Validating Checks

Financial slip printers can endorse checks using automatic positioning of the check and an electronic eye mechanism. The text to be printed as a validation is maintained in a control table by the system administrator.

INDEX EXPANSION AND VERIFICATION MODULE

This is the main data entry module. Although the index record for each document is created via the recording (cashier) module, and the cashiers can if necessary enter all data elements, most data will normally be entered in the data entry module. Operators may abstract additional data and add it to the index, correct errors made in recording, check names and make cross references to other documents.

Screens Allow Rapid Data Entry

All screens are designed for rapid data entry and data elements are accepted immediately and validated at the PC client. Transmission of records is achieved through the Powerbuilder client software and should take less than 1 second per record.

Data Entry Display

The system is capable of displaying both a full page readable image and a full data entry window simultaneously.

Repeat Common Data

The System contains multiple repeat data keys to speed data entry that were requested by our customers over the past ten years. Options include (1) repeat key, which repeats a data element from the same field on the previous screen, (2) repeat all data elements from the previous screen (these repeated fields can be edited) and (3) repeat multiple fields as designated by operator. Standard repeat keys include:

1. Repeat Document Detail
2. Repeat Legal Description
3. Repeat Returnee
4. Copy Grantors from last Document as Grantors in this document.
5. Copy Grantees in last document as Grantors in this document.
6. Copy Grantees in last document as Grantees in this document.
7. Repeat Grantors in last document as Grantees in this document.

Other repeat functionality can be added. Additionally the windows clipboard can be used to cut and paste indexing data.

Toggle Function

The grantee on one document may be the grantor on another. If the grantee name is repeated from a previous document and the name should be the grantor on the current document, the operator with one key stroke will be able to copy/move the name in the grantee field to the grantor field. Other examples would include document type, customer name, and customer address. During Document Recording and Indexing several functions are available to repeat document and grantee/grantor information from document to document including single key toggle of grantor/grantee names, repeat of document type, and repeat of customer data. Other examples include repeat of legal description and/or tax parcel number.

Look-Up Functions For Table Validated Fields

All table driven data such as document type codes, fee schedule, customers, common returnees, institutions, etc. will be presented either as 'drop down list boxes' (pull down) or as Pop-up selection windows as appropriate. The contents of values and comments regarding these values is under direct control of the system administrators who maintain these tables. Data may be entered without using the pull-down or pop-up functionality (can be automatically bypassed) or can be selected from these windows without being entered. Invalid data entry in a coded field will automatically activate the drop-down or pop-up functionality. Drop-Down list boxes will support first letter pattern matching to speed code location. Pop-up windows will allow for inexact search to limit results for large code tables.

Verification

There are three methods of verification (1) print verification whereby actual document is compared with printout, (2) sight verification with update correction by document, and (3) verification by re-entry with data errors reported to operator. Methods (2) and (3) must be available using either paper documents or displaying the image on the screen.

Error Messages

At all points of data entry, validation checks take place, both for entry in fields immediately and for valid combinations of data in several fields. In all cases comprehensive on-screen user oriented error messages are displayed. If more than a single line explanation is possible, an expanded message in more detail will be available via a single key stroke.

Edits

Edits include but are not limited to the following:

- a. All fields can be designated "Required" or "Not required", depending on the type of data being entered. Additional logic for required field entry can be mapped to document type or requirements that if one field is entered, then others may be required.
- b. All edit checks are supported including range and pattern matching (e.g. dollar amounts must be greater than or equal to zero but less than \$1,000.00). Additionally, the system extends this to be context sensitive via document type and combination of fields entered. (i.e. Deed requires instrument date, etc.).
- c. All edited fields can have their editing values changed on-line via table maintenance routines that take effect immediately without any coding changes or recompiling.

Multiple Screens

The system can be configured with multiple data input screens for different classes of documents, or alternatively, a universal screen may be used if the system understands which fields must be completed for each class of document and automatically advances the cursor to the correct next field. However, the operator can override the system and enter data in any field if necessary. The system will present needed fields for a specific document type. The system will read the value in the "document type" field and adjust accordingly. If document type is in error, the operator can correct it. The purpose is to eliminate unnecessary tabbing from field to field. At completion of all necessary fields, cursor will jump to last position, ready for record input.

Public Inquiry Module

This module provides access to the public and staff to index information and images. The system provides very fast inquiry of any index selected by a keyed value in its Informix database. The response time is usually less than three seconds, barring network delays.

System Contains A Unified Index

The index will be unified, all index entries will be generated by master document, grantor, and grantee tables. Additional tables will be used and views created for additional data sets that pertain to classes of documents.

Simple Enough For Untrained Users

All public inquiry functions are designed for untrained users. It is our goal to serve the public that has little or no computer literacy and not to burden the county with providing support or training to the public. MS Windows is the user interface and all functions can be accessed with or without a mouse. Most windows features can be restricted including launching new windows, minimizing, maximizing, etc.

Sort And Select By Any Data Element Or Combination Of Data Elements

Indexed field structure will support all generally used combinations of data elements, such as document type, date ranges, attorney name/bar number, estate name, etc. Reports and inquiries can be generated from any combination of fields.

System Limits On Number Of Records To Be Displayed Or Excessive Time Required To Search

If a user requesting information from the index does not sufficiently qualify the search, the system will inform the user to be more specific. For example, if there are a million records with the last name Smith, and the user enters only last name of Smith, the system will inform the user to enter a first name or date range to further qualify the search.

The Informix system manager is utilized to determine the size of result lists before results are retrieved. Control records allow system administrators to limit search results and require additional search parameters to be entered when result lists would be deemed to be too large.

Sorted Lists

Special administrative functions can be provided to allow additional sorting of lists. All result lists can be exported to ASCII files and distributed via PC floppy disks or downloaded using the remote access module.

Searches For Partial Strings In Names

The System supports search without regard to punctuation, spaces or special characters. Standard searches are either by exact string or partial string of leading characters (i.e. Bro% for names that begin with Bro). The system is not case-sensitive. Search for embedded strings is also available but is generally not used because the same standard of performance cannot be met. Similarly soundex is available but not recommended since a complete result list can not be guaranteed unless broad based parameters are used that would invalidate the usefulness of soundex by presenting large result lists.

Results Of Search Displayed On Screen

Search results are displayed on screen, in list format when more than one record is found or in detail format if a single record matches the search criteria. Users can bring up the related document image via a single function key.

On-Line Context Sensitive Help

On-line context sensitive help is available. Help screens are maintained by the system administrator through a special help screen editing facility. A standard help key is used that retrieves the appropriate help screen based on the source screen function.

Customers Request Copies Of Documents From The Public Terminals

Customers may request copies directly from the public terminals and these printouts will be routed to appropriate printers. The system will calculate fees and inform the customer of charges as well as allow the customer to specify a page range and whether or not the customer wants a certified copy. The customer can either enter identifying initials or cancel out without completing the copy request.

Query Program Flow

The system will display single record detail screens when a single result is found or a list of results with a pick box to select records. The list will be scrollable throughout the entire range of results.

The order of the documents displayed will be based upon primary search criteria such as document type, attorney name, estate name, etc. and determined by what search parameters are entered by the user.

Documents may be selected by highlighting or checking one or more lines in the pick box. Detail screens, list of documents in the case and image print display functions will be available for each item. The list of data will include document type, book and page as well as other primary search criteria, such as estate name. Both the pick box and detail screen data will be printable, and the operator will be able to return to pick box or menu from the detail screen.

Image Display

A single function key in the multiple or single record search results window will display the image in full on the high resolution imaging monitor in readable format. No additional keys in the Imaging and workflow rendering will be required to display the first page since all parameters are passed via an Application Program Interface (API). All standard image functions supported by Imaging and workflow such as page navigation, zoom, rotate, rubber-banding, etc. will be supported in the image display window. If several document images are selected to be displayed, closing one document image will automatically initiate the display of the next document image without regeneration of the image display window. Subsequent images to be displayed will be pre-cached to the client PCs workstation memory. This speeds next page display substantially. VGA monitors that cannot display the full size image will be able to scroll the image in the image window from side to side and top to bottom.

Image Printing

All documents can be printed directly from the index, with or without prior image display. The image will be printed at a printer attached to the network, or a local printer if available. This printer routing is controlled by local setting in Windows. If requested from a public terminal, a receipt will be printed in the customer service area for certified and non-certified copy requests. The system administrator will control information imprinted onto the document to form the certification.

Image Caching

The Imaging and workflow API used for image rendering supports caching of additional pages to the client PC, so that pages will be available for rapid display navigating from page to page. Each workstation is capable of caching 20 pages or of obtaining equivalent performance for that number. Document images will be cached so that once the first page of a document is retrieved and displayed, subsequent pages can be displayed rapidly (under 1 second per page after first page desired if using 486DX or better PC). As a default, images of all pages of a selected document will be cached so that user can rapidly display next page, previous page, first page, and last page. Imaging and workflow also provides a caching API so that the system can cache pages from multiple documents for rapid display. First page option of multiple documents is available. For example, if a user has requested a series of documents in Instrument Number order, the system can be asked to display in order the first pages only of selected documents. Presumably this would be done by means of caching. Then the user can page rapidly through first page images of the selected documents. If, while viewing one of these pages, the user wishes to see subsequent pages of that document, the system will retrieve and display them.

All IMAGING AND WORKFLOW API calls are asynchronous, meaning that the system can be requesting and Imaging and workflow can be responding to caching requests while the user is performing operations on the current page being displayed.

SYSTEMS ADMINISTRATION

Ability To Write Additional Programs, Including Additional Reports

The systems administrator has the capability to modify, maintain and enhance the system, as needed.

Additional programs can be added to the system at the client and server sides. Using PowerBuilder, additional programs can be generated on the client side. Also provided on the server side is Informix report writer, utilized by Hart IS to write server batch reports.

*Creation And
Update Of Tables*

All county defined multiple value validation values are stored in tables (document types, fee schedule, city/town codes, frequent returnees, customer codes, etc.). A standard file maintenance routine is made available for updating and adding information into all such tables.

*Customization Of Menus And
Log-On Procedures*

Menus and Log On Procedures will be built using PowerBuilder and customized for Williamson County. A complete list of executable objects and parameters will be supplied to allow for customization of menus and log on procedures.

Backup

The system provides backup for images and index data, allowing the systems administrator to control backup and adjust backup procedures. Images and index data base are retained on-line indefinitely.

Procedures are established for backup of images and data utilizing the 4/8 gigabyte DAT device. These procedures will be provided so that system administrators can control and adjust the backup process. The Oracle Database Server software will allow Williamson County to perform both full and incremental backups.

Audit

We feel that our experience in handling volumes similar to Williamson County makes us uniquely qualified to provide these services. Informix was chosen by Hart IS due to its high performance level for large databases. Imaging and workflow is installed for large image systems, and the Dell PowerEdge NT servers are becoming a platform of choice for the leading high-volume image system providers.

Security

The System generates an audit record for each record deletion from the index database. This record can be viewed or printed at the users request.

The security module allows the system administrator to add or define user profiles to control log on access and utilization. Each user is assigned a security level that will automatically mask higher level functions on a hierarchical basis. Menu level security is employed by specifying the start menu in the security file. Page level security is also available.

REMOTE ACCESS MODULE

A true remote access module is available to allow Williamson County to provide remote image display to interested parties. The remote access module is identical to the local public inquiry module with the addition of security, monitoring and metering of connect time. The remote user only needs a PC workstation, modem, phone line and Reachout from Ocean Isle Software to access County Clerks document images and data remotely. Reachout is available for \$89.00 at most software stores.

Image Via FAX

The system supports the ability for customers to request an image via fax, and these fax charges are automatically billed to the customers accounts. Customers can choose to fax several documents as a batch, and can select page ranges to be faxed from within the documents selected. A standard FAX number will be stored in the remote customer database and this number will be displayed to the fax requester for use. The user can specify immediate or delayed delivery. Delayed delivery is useful when faxing to the same customer phone line that the user is currently using for remote log on. A complete confirmation log is maintained by the Fax Gateway software to track any transmit or receive errors.

All of the above is accomplished even though no additional Imaging and workflow or fax software is installed at the remote customers PC, thus reducing cost and complexity for remote users. All fax requests are queued to files in the database. These requests are automatically processed by a special application written by Hart IS that is running on the Fax Gateway server.

Billing Remote Customers

The System includes a fully integrated remote access tracking and billing system. User group profiles are established to control billing rates for log on time, faxes and other services. Access can be restricted to certain lines, at certain hours, or to limit the session time allotment or daily time allotment. Different fee structures can be set up and used for access to higher and lower speed modems. Monthly charges, log on times, and per page image charges are fully supported.

Monthly Charges Calculated And Printed

The remote access billing database supports both charge and draw-down customers, enforcing credit limits and minimum balance respectively. A complete transaction log is maintained of all remote session and fax charges and is directly available for display to the remote user.

The System creates a real-time accounts receivable transaction log with complete balance forward account view for each remote user account. Both draw-down and credit limit accounts are supported. Monthly charges are automatically calculated and statement/invoice printing is included.

Security Protection

The system has security protection through a secure method of ID and password entry to gain access to the system. User's can be forced to change their passwords at specified intervals.

Additionally the remote access communication software offers an optional password verification facility between each workstation and the gateway. To avoid simple "eavesdropping" password breaches, the actual password is not transmitted on the telephone line. For audit purposes, the user id and other connection information is written to a log file on the gateway. The network operating system password and application security facilities continue to function as a second and third level of security.

SCANNING

In the scanning system, documents are processed one at a time or in batch and held in magnetic storage until verified and indexed and then saved to optical disk. The document images will be available to the public while on either magnetic or optical storage. Standard and legal size documents are accommodated.

In some instances the county may wish to scan documents immediately, other times in batches or off-site.

Index Records Matched To Scanned Images

All Document filings are pre-indexed by the Document Recording process with an Instrument Number, entry date and time, volume and page and other default information assigned. The system employs a scheme of matching index to associated image via the unique Instrument Number assigned. Image documents are named within Imaging and workflow in a cabinet, drawer, folder, and document hierarchy. The image naming convention utilizes the recording date and Instrument number as identifiers at the folder and document level. This will facilitate easy access to these images by other applications and through the use at the administrator level using Imaging and workflow Cabinet. It also will facilitate batch operations based on recording date. This will allow committing the day's entries to optical by folder name, and assist in exporting to a microfilm generation device.

Storage To Optical

Images can be transferred one at a time or in batches from magnetic to optical storage. Since the system groups documents at the recording date level it is easy to transfer a full days worth of images or a series of cases to optical as a batch, once all on-line processing is complete.

Signal System When A Document Has Been Scanned

The operator will be able to indicate the end of a document by a single keystroke. The Imaging and workflow API scanning routine is used and the system provides an immediate page check, reconciling pages entered at document reception versus pages scanned, allowing the operator to add any pages missed at scan time or correct the error made in page count at document reception.

Alternatively, if using a bar code system, the system will recognize the appearance of a new bar code on a page signifying beginning of a new document. The software will reconcile number of pages actually scanned with number of pages reported in cash register function.

REPORTING MODULE

System users can create special and ad hoc reports easily, covering all aspects of workload, document type, fiscal accounting, system usage etc.

Select And Sort On Any Key

The system database design has taken into consideration reporting uses and designed keys to provide rapid report generation. Reports can be selected and sorted on any key from base tables or combined table views.

Ad Hoc Reporting

The System provides ad-hoc reporting in two ways:

1. **AD-Hoc Index Reports**

The system includes a module designed to allow the Williamson County Clerks' office to generate index reports for outside requesters on-demand and to print the results to either a printer or floppy disk.

2. **Informix Report**

Informix Report from Informix is a state-of-the-art relational database report writer that accesses the SQL server database for report writing. Informix Report provides a fully functional and easy to use report writer.

Reporting Capability

The System includes a full complement of standard reports on all administrative areas as well as fiscal and accounting (revenue reporting, reconciliation, accounts receivable, accounting for remote access charges). Some examples of these reports include:

- Revenue Summary Reconciliation Report
- Revenue Detail Reconciliation Report
- Recording Statistical Analysis
- Checks Received Report
- Account Balance Report
- Daily Register
- User Productivity Reports
- Workflow Reports
- Daily filings report
- Title Company end of day Collection Report
- Charge and Title Company Account Statements
- Grantor/Grantee Index Printouts
- Parameter Driven Grantor/Grantee Disk File Generator
- Document Type Codes Printout
- Returnee Codes Printout
- Common Name Codes Printout
- Fee Transfer Report
- Trial Balance
- Disbursement Report

Interface With Graphics Display

Hart IS will also customize and provide new reports to meet all of Williamson County's needs as defined in this RFP.

The System includes a true client/server application, running under Microsoft Windows with PowerBuilder. It provides options for interface with graphics display packages, such as Harvard Graphics or Free Lance through Dynamic Data Exchange (DDE) and Object Linking and Embedding (OLE). PowerBuilder provides export of data result sets into many formats directly from report screens and from Add-Hoc SQL generated inquiries. Many of these formats can be directly imported into any Windows graphics display package.

CUSTOMIZATION

Hart IS understands that Williamson County does not require customization and will be able to make use of the software that Hart IS has developed for Texas County Clerks. That customization could be made available to Williamson County at additional cost, however, should that desire emerge at a future date. Below is a description of the services that would be provided under such an arrangement.

Hart IS has a wide range of expertise in customizing software to meet new needs. We recognize the fact that each county recording office has a distinctly different method of managing their records and finances and have aimed our efforts at providing an integrated software package that addresses all functional needs completely while providing for a great latitude in data elements and reporting. Hart IS has chosen a fast development environment, PowerBuilder, and a flexible yet fast RDBMS, Informix SQL Server, so that customization options are maximized. This enables Hart IS to respond to customization requirements in cost-effective manner and allows us to entertain broad customization without the expense of a major low-level programming effort.

Hart IS has developed a customization methodology over the seven years we have been automating this type of business that is geared towards customer participation in the analysis, design, and implementation process.

We attribute our success to this cooperative approach, which includes stages and milestones including:

1. On-Site Analysis

Hart IS will perform a 3 day on-site analysis as the first step towards assessing the customization of standard features that may be needed to fully fit the System to Williamson County. The Hart IS project manager, who has extensive experience in other county office installations, will 'Walk-Through' the present operations of the County Clerks' office, as they relate to the

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software to be provided.

By talking with line workers and managers the Hart IS project manager, an expert in County Clerks' office automation, will gain complete first-hand knowledge of the Williamson County operation, while building the confidence and interest of the employees in the new system. The Hart IS project manager will then meet with management and supervisors to discuss planned changes through automation and to present for discussion the new type of work to be done at Williamson County Clerks' office.

2. Customization Document

The outcome of the analysis process will be the creation of the customization document. This document, in expanded outline form, will detail the functionality to be provided. It will serve as a checklist of functionality to be provided and is presented early in the process so that Williamson County can be assured that the system addresses all issues with explicit functional elements. This document will be reviewed by Williamson County, amended as required by Hart IS, and accepted by Williamson County. It will form the template used by the Hart IS project manager to implement the customization effort and serve as a checklist of functions to be provided.

3. Prototype Review

Hart IS uses a prototyping methodology where all user interfaces and windows are first developed before the lower level functions are coded. At the midway point in the customization process Hart IS will present the Software Prototype to Williamson County for review. This ensures that the final product delivered will meet expectations, and that Hart IS has not taken tangential paths prior to full scale customization.

4. Software Functional Acceptance

The Hart IS project manager will deliver the finished software and train Williamson County personnel so that detailed unit testing can be performed for all functions. Hart IS will respond to bugs or incorrect items in the software with a follow-up test for any item refused within one week of notification. Williamson County will have full confidence in the application before training and the live acceptance period start.

PROJECT MANAGEMENT

Project Management

This section of the proposal details our approach to project management, and specifies the issues and procedures that we feel are crucial to managing the success of the Williamson County Official Records Imaging System.

The successful outcome of any system implementation efforts depends on an understanding and an adherence to basic project management principles and guidelines. Following are the major project management guidelines that will be used for this project:

Hands-On Project Management

The Project Manager is the foundation of our project team and has the following responsibilities:

- Responsibility for delivering the project on time and within budget;
- To be involved with all project tasks and manage the project by carefully following proven project management principles and guidelines;
- Oversee the Hart team's planning, development, and monitoring activities;
- Provide leadership and direction to the project teams on a day-to-day basis;
- Identify and resolve problems that may complicate project completion, as well as ensure that the team members meet their responsibilities to the project; and
- Serve as the main point of contact for the County Project Manager.

Scope and Change Control

The County Document Information Management System project must be specifically limited to fulfilling the system objectives and meeting the defined project requirements. It is to the advantage of all parties to strictly control the project scope. This control will allow both the County and the Hart project teams to adequately schedule required resources and minimize negative impacts on the project schedule. As a result of well-defined scope and change controls, we can sufficiently reduce the number of unplanned changes and ensure the timely delivery of a quality product. Scope and Change Control procedures should be specifically defined during contract negotiation and be incorporated into the Project Master Plan deliverable.

Revision and Acceptance Policies

Revision and acceptance policies for written project deliverables are very important. It is essential that revision and acceptance policies for project deliverables be clearly defined. These policies should be specifically defined during contract negotiation, and incorporated into the Project Master Plan deliverable.

Project Planning and Tracking

Our Project Manager will use Microsoft Project for Windows software to plan and track the progress of the Williamson County Document Information Management System project. Microsoft Project Gantt charts and associated reports will be used throughout the project to provide updated schedules, if and when needed.

Project Reporting

Dependable and frequent communication between the County and Hart teams is essential for a successful project. To ensure that the work plan schedules are met, both parties need to be aware of the status of the various tasks in progress at any given time.

Reporting must be done consistently by parties and summarized into a single statement of overall project status. Therefore, an organized, well-defined reporting structure is vital. This structure will function as described in the following paragraphs.

Hart Information Services Project Organization Plan

There are a variety of duties which must be addressed in the implementation of a new application system. We believe a logical and specific assignment of the duties will provide an accountability at each level of the implementation plan. Shown below is a functional breakdown of the responsibilities for the installation of the Hart I/Sol.

Executive Review Committee

This group will consist of managers with signature authority for a contract. The initial responsibility will be to agree upon and execute a contract. During implementation this group will deal with issues that cannot be addressed at the project manager level and will hold project review discussions as needed. Jerry Lewallen, Vice President for Imaging Services, will represent Hart on the Executive Committee.

Project Manager

The Project Manager has the day to day decision-making responsibility to ensure a successful implementation. This person will coordinate the entire project team for Hart based on the implementation schedule. They will conduct the initial site survey to identify any site-specific issues and to gain an understanding of the process flow in your particular office. Mr. Darrell Eichman will be the Hart project manager for the Williamson County implementation.

Software Architect

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We will assign a member of our technical team to serve as the software architect for Williamson County. This person will take the lead for the required software modifications and for providing technical training on the I/Sol software and the AIX Operating System utilities.

Installation Team

The work for this team begins a long time before the equipment is actually delivered to your site. They are responsible for the ordering and tracking of the equipment. They also are responsible for the creation of a network and physical layout plan. Our philosophy is to have your equipment shipped directly to our home office. We stage the equipment to ensure that all components have arrived and then hot-stage the workstations. This involves identifying what type of station, ie scanning, receipting or viewing, and loading the appropriate software. This also includes adding any video or network cards and setting up the network address for each unit. By completing this work at our facility we can significantly enhance our probability of meeting the installation schedule and minimize the disruptions in your office during the process.

Training

Our training team will provide end user training for the workstations, scanners and application software that will be installed at Williamson County. Our training staff has a combination of courthouse and instructional experience. Our philosophy is to schedule small class sizes and to design a curriculum that is end user oriented so that the new users receive the best possible learning experience.

On Site Support

Our normal plan calls for having a person on site for at least a week when each module of our application goes live. In your case, Hart is committing to having personnel on site for Williamson County at least six months during the implementation. The on site person will be a local point of contact for any day to day issues. This person will be in regular contact with the Hart Project Manager. We will provide on-site support throughout the first six months of installation for this system to ensure a smooth transition.

Help Desk

Our Help Desk team is the first point of contact for any issues that may arise after you are in production. Our goal is to provide a quality product with outstanding training but we know there will be questions and issues occur. Our help desk is staffed during normal working hours and is on call 24 hours per day.

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Software Quality Assurance

Hart Information Services understands that this system proposal does not require a specific Software Quality Assurance Plan and Software Development Plan document since we have a proven application. However, we do wish to address the issues related to Software Quality Assurance and Development, since they are issues with which we have dealt.

Hart I.S. is proud of its proven track record in providing high quality solutions to County government agencies. We believe that our approach to development, to installation and to long-term customer care ensure high quality solutions for our clients. We believe that our approach to Software and to Service Quality will prove to be a significant advantage to Williamson County and will help ensure the success of your installation

Our purpose is to provide highly functional systems that meet the expectations of our clients and the expectations of the customers of our clients. The satisfaction of support, operational and management personnel at Williamson County is a critical measure of our success in providing quality software and services. The satisfaction of customers including the title community, law firms, lenders and the public is an additional measure of the success of our quality effort.

Hart Information Services has developed an organizational infrastructure and approach to ensure delivery of quality software and services. All development, installation, support and sales staff personnel report through a single organizational line to the President of Hart Information Services, Inc. The integration of these functions helps ensure excellent internal communications regarding the needs of our customers.

Our development staff is comprised of a diverse group of talented and experienced personnel. During the development of our software, they adopted a team approach to software development, to software testing and to the management of the development process. Project team responsibilities were clearly defined at the outset and were supplemented by the involvement of our training and support personnel.

Our software development has been guided by the use of object oriented analysis and design techniques introduced by "Booch". The establishment of core requirements (*System Conceptualization*) was followed by the development of a model of the desired system behavior (*Analysis*), and the creation of an architecture (*Design*). The *Booch* method has defined different models to describe systems. The problem domain was represented by class and object structure. The class diagram defined the architecture, static model. An object diagram demonstrated how the classes interacted with each other and described the dynamic behavior of the system. The module and process architecture then described the physical allocation of classes to modules and processes.

Beyond the development of an appropriate object based model, software development and the debugging of various software components was the next step in the Hart Information Services development process. Most of our development was done using PowerBuilder and C++. The PowerBuilder development environment has provided Hart's staff with a rapid, object oriented

Project Management

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application development tool for client server applications. Hart found the ability of PowerBuilder to support the three major concepts of object oriented development (inheritance, encapsulation and polymorphism) to be a significant advantage in applying our standards and conventions. The adoption of Borland C++ for low level, platform specific application code also supported the maintenance of standards and conventions.

Periodic work product and progress reviews were undertaken by development management personnel during the development process. These were supplemented by periodic managerial reviews by the Vice President of Government Services.

Since our development centered around initial contracts with Fort Bend and Galveston Counties, we were able to verify and to validate the assumptions upon which our software development was based with clients. Functional and performance indicators were used to ensure that the software met customer expectations.

During the installation and start-up phases of operation in our two initial counties, Hart Information Services gave special attention to problem reporting and corrective action. In each case, Hart had personnel on-site for an extended time period to ensure prompt reporting of problems and to speed the process of completing corrective actions. Despite the maturity of our solution, problem reporting continues to play a role in the enhancement of our system. Through our Help Desk, Hart Information Services tracks all problems encountered by clients, and those problems that may be encountered by remote users of the system.

Many of the tools, techniques and methodologies for development have been previously described. By combining the above described tools with our use of Microsoft Project and close management oversight, Hart Information Services has taken control of the development process.

We recognized the importance of our supplier relationships at an early stage. For that reason, Hart I.S. has established working partnerships with key suppliers who have a proven track record in delivering quality products and services to Hart. Our strategic relationships with: IBM, as an approved subcontractor, Compaq, Dell, Hewlett Packard, Eastman Software, Oracle and Informix have assured us of relationships the highest quality providers of hardware and software components.

Hart Information Services maintains extensive information on each of its installations. Beginning with the collection of information to respond to an RFP or RFO Hart I.S. collects and maintains information about its clients. Information regarding contracts, acquisition of components, project management, and Help Desk calls are maintained throughout the lifetime of a contract. That information is retained to ensure that it can trace any questions back through the history of the installation.

The proof of our success in providing quality software and services lies with a satisfied customer base. We strive to improve upon an excellent track record and are certain that we can provide Williamson County with the highest quality software and services available today.

System Administration and Backup Procedures:

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TRAINING INFORMATION

TRAINING INFORMATION

Introduction

Training is a key factor in the success of any imaging system. Hart Information Services understands the need for training and has provided for various levels of training for those responsible for using or administering the participating offices of Williamson County.

Training Methodology

The Hart training methodology provides a combination of instructor-driven lecture and student laboratory exercises. We feel a combination of lecture and lab reinforces the training materials and maximizes student retention. The typical approach for a topic would include instructor lecture on the topic, instructor demonstration of the topic, a student walk-through of the topic at the appropriate workstations, and student participation in an exercise, which reinforces the subject. As a supplement, self-study modules are made available and will be used in the training program for Williamson County.

Student Materials

Each student will be provided with a student training guide and appropriate documentation for the formal Hart classes they attend. The student training guide serves not only as an integral part of the training class, but also as a valuable post-class reference or job aide.

Training Topics

Training topics for Williamson County employees will cover a number of different areas. A detailed sample schedule is included as a part of the sample project plan contained within this proposal. Topics will include: System Administration Training, PC Training, Beginning and Advanced Windows PC Operating System Training, Database Training, Image System Training, and Application training for all modules acquired by Williamson County. As has been our custom in other counties, we will follow-up on that training to ensure that Williamson County employees are prepared to make full use of the new Document Management and Imaging System.

Training will be directed toward different user groups, including: System Administrators, Scanner Operators, Application Software Users, and Public Inquiry Users. We will work with Williamson County's Data Processing Department to ensure that we have customized the training program to meet the needs of each user group.

End User Training

Application software users will find that the software has been designed for ease of use, utilizing standard MS Windows Interface features; yet allowing for ease of use in a mouse-less environment. A consistent user interface is maintained at all times with all functions clearly labeled on the screen. End users will require very little technical training, requiring only simple keyboard skills. Their training will focus on the portions of the application software that they will be using on a daily basis, with more in-depth training being provided to administrative level users.

All of the application software has been designed to automate current operations in document capture and indexing and will not require employees to learn new jobs. They will be trained in how to use the new system as a tool to more efficiently perform the functions of the office and to automate the management of documents.

BIOGRAPHICAL PROFILES

Biographical Profiles

Hart's Contract Manager will be Jerry Lewallen, Vice-President Government Services. Mr. Lewallen will be ultimately responsible for Contract negotiation, Contract signing, and successful implementation of the Contract.

Name: Jerry Lewallen

Business Address: Hart Information Services, Inc.
11500 Metric Boulevard, Suite 300
Austin, TX 78758-4043

Title: Vice President of Imaging Services Division

Education: B.S. in Business Administration/Finance,
Northwestern State University of Louisiana

Relevant Experience:

Jerry Lewallen's role as Vice President is to create a national presence for the Imaging Services division and to ensure that they secure the highest level of customer satisfaction. Lewallen guides the Imaging Services team through the sales and implementation of the I/Sol™ application, integrated imaging/workflow, COLD, software and hardware components designed for rapid installation and deployment along with a complete array of support services.

Lewallen has an extensive integrated technology solutions background. He has managed a large Texas state agency and worked a business process re-engineering team for welfare delivery in Texas. He has experience growing businesses rapidly and has even increased a unit which he managed from \$6 million to \$20 million in revenues for a two year period.

Lewallen is active in several community organizations such as Leadership Austin and is a past member of the Greater Austin Chamber of Commerce-Executive Board of Directors. He is also a member of the American Production and Inventory Control Society (APICS).

Lewallen came to Hart IS from Context Integration, a consulting company in Austin, where he served as District Sales Manager. He spent over 18 years with Unisys Corporation in a variety of roles, including sales, sales management and branch management.

The project manager for the project will be assigned by Darrell Eichmann. Darrell has an extensive background in software development and design. Assisting Darrell will be our team of project specialists and technical consultants.

Resumes for some of our project team members:

Name: Darrell W. Eichman

Business Address: Hart Information Services
11500 Metric Boulevard
Suite 300
Austin, Texas 78758-4043

Project Assignment: Operations Manager, Hart Integrated Solutions I/Sol® Systems

Prior Experience: J. B. Goodwin Companies - DP Manager

Title: Consultant

Education: BBA, University of Texas at Austin - Data Processing and Analysis

Relevant Experience:

Mr. Eichman has extensive experience in the management of projects associated with network systems. His most recent engagements as a project manager of installation and customization of the imaging system solution (hardware, software, database, communications, etc.) were at the Sarasota County, Florida, Mecklenburg County, North Carolina, Fort Bend County, Galveston County, McLennan County, Hays County, Gregg County, Williamson County, and Uvalde County Clerks' offices in Texas and the Texas Ethics Commission. At Gregg County, Mr. Eichman has managed the development and installation of an enterprise-wide document indexing project that includes the County Clerk, District Clerk and Elections Administrator's offices.

In prior experience, Mr. Eichman has served as Data Processing Manager for a major Austin, Texas-based health care laboratory, Austin Pathology Associates, and, in that capacity, led the effort to convert the laboratory's information system to that of an acquiring firm, National Health Laboratories.

During his tenure at J. B. Goodwin Companies in Austin, where he also served as Data Processing Manager, Mr. Eichman was responsible for software development and maintenance and hardware acquisition for all J. B. Goodwin companies. At Goodwin, Mr. Eichman was responsible for the development of more than 12 major software applications.

Name: Kay Kennemer

Business Address: Hart Information Services
11500 Metric Boulevard
Suite 300
Austin, Texas 78758-4043

Project Assignment: Project Manager
Training Manager

Prior Experience: Menard County/District Clerk

Title: Project Manager

Relevant Experience:

Ms. Kennemer has extensive County Government experience. She is the former County and District Clerk of Menard County. Her hands-on experience with County offices provides an insightful approach to the analysis and inventory process involved with the development of a Records Retention Schedule. She managed the successful installation of a system in Victoria County and is currently the Project Manager for Jefferson County. Ms. Kennemer has also developed records retention schedules for local governments. She has consulted with the officials on a county-wide basis, and coordinated the information flow (workflow) of documents through the local government office.

That foundation has prepared Ms. Kennemer well for her responsibilities with regard to Hart Information Services Integrated Solutions projects. Her responsibilities include: coordination of documentation development, training and support, and project administration.

She has provided hardware, software, implementation, and training support for dozens of users of the imaging systems installed in Sarasota County, Galveston County, McLennan County, Hays County, Williamson County, Gregg County and Uvalde County.

Name: Caroline Anne Larson

Business Address: Hart Information Services, Inc.
11500 Metric Boulevard, Suite 300
Austin, TX 78758-4043

Title: Imaging Service Support/Trainer

Relevant Experience:

Caroline Anne Larson is responsible for conducting user training and support on the I/Sol®, Windows 3.1, Windows 95, and Windows NT applications. She will also demonstrate efficient methods to use computer functions such as the best means to get into a program or proper ways to use a mouse.

Larson is a certified teacher and brought her teaching skills to bear in Victoria County, Texas, Jefferson County, Texas and the Sarasota County, Florida installations.

Name: Douglas P. Allen, CRM

Business Address: Hart Information Services
11500 Metric Boulevard
Suite 300
Austin, Texas 78758-4043

Project Assignment: Project Manager

Title: Imaging System Consultant

Education: BA, The George Washington University - School of Public and International Affairs

Relevant Experience:

Doug Allen is currently the Imaging System Consultant at Hart IS where his primary attention is focused on the successful installation of Document Management and Imaging Systems of county government agencies.

He has more than 20 years experience in the design, sale and implementation of Records Management Systems. Ten of those years have been devoted to applications in County and District Clerk's offices within the state of Texas and throughout the nation.

He has served as a member of the Texas State Library and Archive Commission Advisory Committees on Electronic Records Rules, Microfilm Rules and on local government Records Legislation. He also pursued the passage of the Local Government Records Act and drafted and pursued the passage of S.B. 770, the Records Management Fee for County Clerks. He serves on the ANSI/AIIM's C22 Standards Committee for the Legal Acceptance of Records generated by Information Technology and has also been on the AIIM's C18 Committee, developing standards for public sector records systems.

Mr. Allen has taken a leadership role in the Association for Records and Information Management (ARMA) and the Association for Information and Image Management. He has served on the Board of Directors of each those associations.

He received a B.A. from George Washington University, School of Public and International Affairs.

Name: Sean McGrath

Business Address: Hart Information Services, Inc.
11500 Metric Boulevard
Suite 300
Austin, Texas 78758

Project Assignment: Programmer/Analyst

Title: Programmer/Analyst

Education: BA, The University of Texas at Austin - Management Information Science

Relevant Experience:

Mr. McGrath has three years experience in the analysis, design, implementation and maintenance of information systems. Two years of that time were devoted to Hart's imaging system. Sean joined Hart in 1995 to assist with the redesign of Hart's imaging products. He is currently involved with expanding Hart's imaging product offering to multiple imaging and database engines and developing workflow products. He has been responsible as lead programmer for installations in Victoria County and Bastrop County.

Sean is a member of the Association for Imaging and Information Management.

Name: D. V. Rao

Business Address: Hart Information Services, Inc.
11500 Metric Boulevard
Suite 300
Austin, Texas 78758-4043

Project Assignment: Project Manager

Prior Experience: Wang Labs - Consultant

Title: Consultant

Education: Bachelor of Science - Computer Science
Master of Science - Computer Science

Relevant Experience:

Mr. Rao has worked with imaging systems for over five years; he has spent much time overseeing the construction of custom modifications to the imaging client/server software at the Sarasota County, Florida, Mecklenburg County, North Carolina, Fort Bend, Galveston, McLennan, Hays County, Williamson County, Gregg County and Uvalde County installations. He is currently leading our programming efforts for North Carolina's Registers of Deeds and will play a key role in the development of systems in Michigan. He has been working with PowerBuilder for over five years.

Mr. Rao has been actively involved in all project aspects, from installing hardware, communications devices, peripherals, software, etc.

Name: Margaret Pevoto

Business Address: Hart Information Services, Inc.
11500 Metric Boulevard, Suite 300
Austin, TX 78758-4043

Title: Programmer/Analyst

Education: B.A. in Computer Science, University of Texas at Austin

Relevant Experience:

Margaret Pevoto began her Hart Information Services, Inc. (Hart IS) career in an active role in the Information Services department. During the three and a half years in this position she was responsible for systems administration, database administration, developing and implementing program modifications for Hart IS legacy systems. She accomplished assignments such as converting legacy data to an Informix database and the programming and design of custom modifications and interfaces for a client/server system.

Her current responsibilities in the role of Programmer/Analyst include assisting in the conversion of legacy data for Gregg and Montgomery counties and writing an interface program for Montgomery county that will allow court data to go from mainframe to I/Sol™. She is also on hand to respond to daily issues that might arise from Help Desk calls.

Pevoto is a certified trainer and proficient in Informix 4GL, C, PowerBuilder and COBOL programming languages in addition to expertise with the AIX operating system, SQL, Oracle and Informix. She also has prior experience as an IBM programmer and Systems Engineer.

Name: Hong Yu

Business Address: Hart Information Services, Inc.
11500 Metric Boulevard, Suite 300
Austin, TX 78758-4043

Title: Programmer Analyst

Education: B.A. in Physics, Wuhan Institute of Hydraulic/Electronic
Engineering, China
M.A. in Physics, Bryn Mawr College, PA
Computer Science studies at Temple University, PA

Relevant Experience:

As Programmer Analyst at Hart Information Services, Inc. (Hart IS), Hong Yu works with the I/Sol™ team to design workflow/imaging systems to be applied to critical business operations. She supports the programming of managed work process redesign efforts and implements new procedures and technologies into work environments. Her current project is developing web applications using Net Dynamics.

Hong Yu brings extensive experience in client server application projects to Hart IS. In addition to developing client server applications for pharmaceutical companies and animal research institutes, she has developed an Integrated Client Encounter System used in statewide public clinics. Yu also had a major role in designing and developing a program system at the Department of Human Resource Services in Florida.

Ms. Yu has received special recognition in Building Object which involved creating Oriental applications in PowerBuilder. She has training in data modeling and database design using Erwin for PowerBuilder as well as Visual Basic Database Programming, Visual Fundamentals, Visual Fox Pro Applicant Building and Foxpro Advanced Programming. Yu has knowledge of the PowerBuilder, Foxpro, C/C++, Clipper, dBASE, Fortran and Basic programming languages. She utilizes Oracle, Sybase and SQL Anywhere databases and works on the Windows' NT and 95 operating systems.

Name: Anne Marie Willsey

Business Address: Hart Information Services, Inc.
11500 Metric Boulevard, Suite 300
Austin, TX 78758-4043

Title: Help Desk Coordinator

Education: B.S. in Food Systems Management
Minor in Business Administration
Stephen F. Austin State University

Relevant Experience:

Since joining the Imaging Department at Hart Information Services, Inc. (Hart IS) over a year ago, Anne Marie Willsey has utilized her excellent communication skills and her proficiency of many software packages. She has a wide range of responsibilities which are important in the daily activities of the Imaging Department. One of these functions is managing the help desk. This involves monitoring inbound calls, directing issues and tracking problems. She is responsible for the tracking and purchase orders for equipment on all sites, along with monthly billing of all sites, maintenance on all job sites and various administration functions within the department. She also has an active role in producing the Request for Proposals (RFP) which includes preparing, assembling and the documentation of information.

Willsey has been with Hart IS for almost three years. She began her Hart IS career as an Executive Assistant to the president. Before that, she was employed at a United Way agency, The Child Care Group, in Dallas, Texas.

CONFIGURATION OPTIONS & COSTS

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Williamson County Imaging
NT Configuration with Counting and Internet Access Option

Subsystem	Component	Model	Model Number Description	Quantity	Unit Cost	Extended Cost
Dell Server	CPU	220-0808	Dell PowerEdge 4300 w/ two (2) 350 Mhz processor w/ Redundant Power Supply	1	\$15,859	\$15,859
		310-0016	512 MB RAM, 4 DIMMS	1	40	40
		310-0181	Logitech System Mouse, Spacesaver Keyboard	2	40	40
		311-0485	Tower Option,	6	40	40
		313-0252	6 Bay Hard Drive Backplane, 1.6" or 1.0" for Dell PowerEdge	1	40	40
		320-0081	14/32 SCSI CD ROM for Dell PowerEdge	1	40	40
		340-0808	Dell 880F Series, 15" Model No. 828FI with 13.8" Viewable	1	40	40
			1.44MB, 3.5" Floppy Drive, for Dell PowerEdge	1	40	40
			Image/DIS Server			
NT Imaging Software	Image Software	340-0809	12/24GB DDS-3 DAT Internal Tape Backup	1	40	40
		340-0790	PowerEdge Expandable RAID	1	40	40
		340-1112	9GB SCSI Smart Hard Drive	1	40	40
		430-0111	Intel Pro 100 Plus Ethernet Network Card	6	40	40
		430-2185	Microsoft NT 4.0 on CD for 10 users	1	40	40
		908691	MOL-A WIN NT Server V 4.0 Client for 20 users	1	40	40
		900-2740	Dell On-Site Business Care - 3 Additional Years, 7 X 24	20	40	40
		41588-07	ARC Serve 6.5 for Microsoft Windows NT	1	40	40
Optical Disk	Optical Disk Software		NT based Imaging Software - 50 server users, 50 client workstations	1	\$17,550	\$17,550
			Optical Disk Software	1	\$9,100	\$9,100
Cash Workstations	Cash Stations		Hewlett Packard Surestore, Model 160ex	1	\$13,231	\$13,231
			HP Cable	1	\$60	\$60
			CD-R Surestore	1	\$500	\$500
Scanner	Scanner		Dell P6350 Base - 64 MB memory, 4.3 GB drive, 14X - 32X CDROM	4	\$1,631	\$6,523
			Cornerstone 40/95A, 17" monitors with Image Accell IV card	4	\$783	\$3,133
			Epson TMU 950 Cash Drawer	4	\$435	\$1,740
			ARF Series 100 Cash Drawer	4	\$155	\$621
Workstations	Workstation		Fujitsu Scanner, Model 3096 EX	3	\$5,794	\$17,381
Printers	Laser Printer		Dell P6350 Base - 64 MB memory, 4.3 GB drive, 14X - 32X CDROM	3	\$1,631	\$4,892
			Cornerstone Color 50/95, 21" w/ Image Accell IV card	3	\$1,206	\$3,618
Image Workstations	PC Workstation		Hewlett Packard Laser Printer, Model 8000, w/ duplex kit - 24 ppm	2	\$3,583	\$7,167
			Hewlett Packard Laser Printer, Model 4000, 17 ppm	2	\$1,703	\$3,406
Internet Server	Internet Server		Dell P6350 Base - 64 MB memory, 4.3 GB drive, 14X - 32X CDROM	19	\$1,631	\$30,983
			Cornerstone 45/101af 19" monitors w/ Image Accell IV cards	15	\$1,084	\$16,260
			15" Viewsonic Monitor for Remote Workstations	1	40	40
			PowerEdge 2200 w/ 256 MB memory, two 4.5GB drives	1	\$4,454	\$4,454
Application Software	I/Sol - EDMS		Integrated Solutions for Official Records, Financing Statements	1	\$87,500	\$87,500
			Image Extract & remote access - licensed for 25 users			

NT Configuration

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Williamson County Imaging
NT Configuration with Courts and Internet Access Option

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Data Base Software	Oracle	OR-RS6000	Oracle RS6000 RDBMS runtime license 20 additional users	27	\$295	\$7,965	Data Base Software \$7,965
Cabling	Cabling	CABLE-ENG	Cable Engineering Services (To be handled by Williamson County)	0			Cabling Total \$0
DAT Tapes	Routers Network Concentrator 4 mm Tapes Optical Media		Cisco 1600 Routers w/ software, flash memory, cable, PSU 3Com Ethernet Dual Speed 24 Port Concentrators 4 mm DAT Tapes 5.2 GB WORM Disks - HP C2591F	2 3 10 32	\$2,304 \$1,453 424 496	\$4,608 \$4,358 \$238 \$3,080	Misc. Total \$12,283
Installation	INSTALL/CONV		Installation of Hardware, Software, Training & Conversion (includes all index data and image conversion)	1	\$80,000	\$80,000	Total \$80,000
Project Management	PROJ-MGMT		Project Management	1	\$30,000	\$30,000	Total \$30,000
Freight Costs Legal Costs Archive Writer	Freight Legal Costs		Freight Legal/Contract Costs	1 1	\$2,000 \$3,000	\$2,000 \$3,000	Total Freight \$2,000 \$3,000
			Total System Investment:			\$394,316	
			Annual Software Maintenance:			\$19,559	
			Annual Hardware Maintenance:			\$5,050	
			Monthly Maintenance for 36 months			\$1,514	
			Monthly Maintenance for 48 months			\$1,784	
			Monthly Maintenance for 60 months			\$1,948	

Williamson County Imaging
NT Configuration with Courts and Internet Access Option

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60 Monthly Lease Payments (based on purchase price only, maintenance not included... based on current interest rate of 5.9%)	\$7,571	\$1,948	\$9,519
48 Monthly Lease Payments (based on purchase price only, maintenance not included...based on current interest rate of 6.3%)	\$9,211	\$1,764	\$10,975
36 Monthly Lease Payments (based on purchase price only, maintenance not included...based on current interest rate of 6.3%)	\$11,952	\$1,514	\$13,466

Additional, Optional Software Costs for Internet Server and Hart Internet Application Software	\$17,500
Total Purchase Cost	\$412,416
Additional Annual Maintenance Costs	\$3,000
**Costs provided in above configuration include an Internet Server, Dell PowerEdge Model 2200	

60 Monthly Lease Payments (based on purchase price only, maintenance not included... based on current interest rate of 5.9%)	\$7,906	2,106	\$7,906
48 Monthly Lease Payments (based on purchase price only, maintenance not included...based on current interest rate of 6.3%)	\$9,620	1,979	\$9,620
36 Monthly Lease Payments (based on purchase price only, maintenance not included...based on current interest rate of 6.3%)	\$12,481	1,069	\$13,481

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Williamson County Imaging
NT Configuration with Cables - Internet Server Not Included

Subsystem	Component	Model	Model Number Description	Quantity	Unit Cost	Extended Cost
Dell Server	CPU	220-0608	Dell PowerEdge 4300 w/ two (2) 350 Mhz processor w/ Redundant Power Supply	1		
		310-0016	512 MB RAM, 4 DIMMS	1	\$15,859	\$15,859
		310-0181	Logitech System Mouse, SpaceSaver Keyboard	2	40	80
		311-0485	Tower Option,	6	40	240
		313-0252	6 Bay Hard Drive Backplane, 1.6" or 1.0" for Dell PowerEdge	1	40	40
		320-0051	14/32 SCSI CD ROM for Dell PowerEdge	1	40	40
		340-0608	Dell 880F Series, 15" Model No. 828F1 with 13.8" Viewable	1	40	40
			1.44MB, 3.5" Floppy Drive, for Dell PowerEdge	1	40	40
			12/24GB DDS-3 DAT Internal Tape Backup	1	40	40
		340-0609	PowerEdge Expandable RAID	1	40	40
		340-1112	9GB SCSI Smart Hard Drive	6	40	240
		430-0111	Intel Pro 100 Plus Ethernet Network Card	1	40	40
		430-2185	Microsoft NT 4.0 on CD for 10 users	1	40	40
NT Imaging Software	Image Software	908591	MOL-A WIN NT Server V 4.0 Client for 20 users	20	40	800
		900-2740	Dell On-Site Business Care - 3 Additional Years, 7 X 24	1	40	40
		41588-07	ARC Serve 6.5 for Microsoft Windows NT	1	40	40
			NT based Imaging Software - 50 server users, 50 client workstations	1	\$17,550	\$17,550
			Optical Disk Software	1	\$9,100	\$9,100
					Image Software Total \$27,550	
Optical Disk	OD Jukebox	HP	Hewlett Packard Surestore, Model 160ex	1	\$13,231	\$13,231
			HP Cable	1	490	490
			CD-R Yamaha	1	\$500	\$500
Cash Workstations	Cash Stations		Dell P6350 Base - 64 MB memory, 4.3 GB drive, 14X - 32X CDROM	4	\$1,631	\$6,523
			Cornerstone 40/95A, 17" monitors with Image Accel IV card	4	\$783	\$3,133
			Epson TMU 950 Cash Drawer	4	\$835	\$3,340
			APG Series 100 Cash Drawer	4	\$155	\$621
					Cash Workstation Total \$13,616	
Scanner	Scanner	Fujitsu 3096 EX	Fujitsu Scanner, Model 3096 EX	3	\$5,794	\$17,381
Workstations	Workstation		Dell P6350 Base - 64 MB memory, 4.3 GB drive, 14X - 32X CDROM	3	\$1,631	\$4,892
			Cornerstone Color 80/95, 21" w/ Image Accel IV card	3	\$1,206	\$3,619
					Total \$28,892	
Printers	Laser Printer	HP- 8000	Hewlett Packard Laser Printer, Model 8000, w/ duplex kit - 24 ppm	2	\$3,583	\$7,167
		HP 4000	Hewlett Packard Laser Printer, Model 4000, 17 ppm	2	\$1,703	\$3,406
					Printer Total \$10,573	
Image Workstations	PC Workstation		Dell P6350 Base - 64 MB memory, 4.3 GB drive, 14X - 32X CDROM	19	\$1,631	\$30,983
			Cornerstone 45/101ef 19" monitors w/ Image Accel IV/Cards	15	\$1,084	\$16,267
			15" Viewsonic Monitor for Remote Workstations	1	40	40
					Image Workstation Total \$47,250	
Application Software	I/Sol - EDMS		Integrated Solutions for Official Records, Financing Statements Image Extract & remote access - licensed for 25 users	1	\$87,500	\$87,500
					\$87,500	Application Software \$87,500

NT Configuration

Data Base Software	Oracle	OR-RS6000	Oracle RS6000 RDBMS runtime license 20 additional users	27	\$295	\$7,965	Data Base Software	\$7,965
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Cabling	Cabling	CABLE-ENG	Cable Engineering Services (To be handled by Williamson County)	0			Cabling Total	\$0
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DAT Tapes	Routers	Network Concentrator	Cisco 1600 Routers w/ software, flash memory, cable, DSU	2	\$2,304	\$4,608		
	4 mm Tapes	Optical Media	3Com Ethernet Dual Speed 24 Port Concentrators	3	\$1,453	\$4,353	Misc. Total	
			5.2 GB WORM Disks - HP C2591F	10	\$24	\$236		\$12,283
				32	\$96	\$3,080		

Installation	INSTALL/CONV		Installation of Hardware, Software, Training & Conversion (Includes all index data and image conversion)	1	\$80,000	\$80,000	Total	\$80,000
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Project Management	PROJ-MGMT		Project Management	1	\$30,000	\$30,000	Total	\$30,000
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Freight Costs	Freight		Freight	1	\$2,000		Total Freight	\$2,000
Legal Costs	Legal Costs		Legal/Contract Costs	1	\$3,000			\$3,000

Archive Writer

Total System Investment:

\$390,462

Annual Software Maintenance:
\$19,559
Annual Hardware Maintenance:
\$5,050
Monthly Maintenance for 36 months
\$1,514
Monthly Maintenance for 48 months
\$1,764
Monthly Maintenance for 60 months
\$1,948

60 Monthly Lease Payments (based on purchase price only, maintenance not included... based on current interest rate of 5.9%)	\$7,485	\$1,948	\$9,434
48 Monthly Lease Payments (based on purchase price only, maintenance not included...based on current interest rate of 6.3%)	\$9,108	\$1,764	\$10,871
36 Monthly Lease Payments (based on purchase price only, maintenance not included...based on current interest rate of 6.3%)	\$11,817	\$1,514	\$13,331

Additional, Optional Software Costs for Internet Server and Hart Internet Application Software	\$17,500
Total Purchase Cost	\$407,962
Additional Annual Maintenance Costs	\$3,000
**Costs provided assume that Williamson County will provide the Internet Server and that the County will have the infrastructure necessary to support the Internet application	

60 Monthly Lease Payments (based on purchase price only, maintenance not included... based on current interest rate of 5.9%)	\$7,821	2,186	\$7,821
48 Monthly Lease Payments (based on purchase price only, maintenance not included...based on current interest rate of 6.3%)	\$9,516	1,979	\$9,516
36 Monthly Lease Payments (based on purchase price only, maintenance not included...based on current interest rate of 6.3%)	\$12,347	1,698	\$13,347

THE FOREGOING MINUTES in Volume 102 on pages 483 through , inclusive had at a Special Session of Commissioners Court of Williamson County, Texas, having been read are hereby approved this 16th day of February, 1999. Minutes pages 1 through 161

John C. Doerfler, County Judge

ATTEST: Nancy E. Rister, Clerk County Court & Ex-officio Clerk,
Commissioners Court, Williamson County, Texas

by: Willie Hargrett
Deputy Clerk