

## COUNTY COMMISSION RECORD, CAMDEN COUNTY, MISSOURI

MONDAY 7/2/2018

The Camden County Commission met with Presiding Commissioner Greg Hasty, District #1 Commissioner Beverly Thomas, and District #2 Commissioner Don Williams.

### Meeting Agenda

Commissioner Thomas made a motion to approve today's agenda as posted. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Thomas (Yes) Commissioner Williams (Yes). Session opened at 10:02 A.M.

### Prior Minutes

No motion made as all minutes were approved as of today's date. Upon typing the minutes, clerk noticed that June 29, 2018 minutes would need approval.

### New Business

**ROAD PETITION-** Petitioner Steve Hampton stated his reason for the petition was to claim a little strip that has been abandoned next to his property. Commissioner Thomas stated there are a number of vacations that they do that are required to lay for one full term and she is unsure if this would be one of them. Commissioner Williams made a motion to table the petition with the contingency to approve the petition after approval of legal counsel. Commissioner Thomas seconded the motion. The motion tabled by vote: Commissioner Thomas (Yes), Commissioner Williams (Yes).

**MACKS CREEK PARK-** Commissioner Hasty stated this was part of a conversation with the County Auditor that they had received twenty-five hundred dollars in donations. It was intended to be used for improvements to the park and not for the maintenance of the park. Commissioner Thomas stated that the donation was to be used one hundred percent for the park. Commissioner Hasty stated that they are working on making this a handicap accessible park and will need a line item in

the budget for donations received and a separate line item for maintenance. County Sheriff is offering to use community service hours to complete maintenance work. Commissioner Thomas stated we will still have to pay for some expenses like the electric but it is not a commissioned owned park. No motion is made on agenda item just discussion held to determine if the budget amendment was to be completed.

**BUDGET AMENDMENTS-** Commissioner Thomas stated that we have one budget amendment for review. Camden County Auditor stated the following request for amendment to the 2018 Budget:

**Macks Creek Park-** County Auditor stated this is to move money from one fund to another and requires the court order like previously done. Commissioner Thomas made a motion to approve the amendment to the budget for "Change to Grant Funds" with the added statement of this will no longer be funded out of the passport fund. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Thomas (Yes).

**Jimmy Laughlin  
CAMDEN COUNTY AUDITOR**

1 Court Circle, Suite #7  
Camden, MO 65020  
(573) 346-4440 Ext. 1341

\_\_\_\_\_, 2018

Request for Amendment of the 2018 Budget:

<u>" Macks Creek Park "</u>			<u>" Change to Grant Funds "</u>		
Increase	Revenue	Line	Donations	160-03-4698	\$2,505.00
Increase	Expense	Line	Park Improvement Fund	160-03-5990	\$2,505.00
Increase	Transfer	Line	Trf in from Passport	160-80-8160	\$2,505.00
Increase	Transfer	Line	Trf from Passport funds	902-90-9160	\$2,505.00

*This is the restoration of the Donation Money to be used for Park Improvements.*

This Budget Amendment will require a Court Order to move funds from Passport Fund to Macks Creek Park . By accepting this Budget Amendment the County Commission also authorizes and orders the following Court Order:

902-90-9160	Trf from Passport Funds to Grant Funds	\$2,505.00
160-80-8160	Trf in from Passport Fund	\$2,505.00

Jimmy Laughlin

  
Presiding Commissioner

  
Associate Commissioner

  
Associate Commissioner

Copy: Elaine Gilley, Treasurer  
Rowland Todd, County Clerk

**HUBER CONTRACT-** County Auditor stated this has to do with the three offices contributing to the abatements. Both of these contracts are different as things were dropped from the previous specialist to the new specialist. The previously IT specialist stated it would take 250 hours and the new specialist needs an additional 500 hours. This new contract covers the 500 hours and anything over the 500 hours Huber will take the hit on. County Assessor Marty McGuire stated this is the last of money he is willing to contribute to complete the upgrades between the three offices. If anything further comes up, he is finding a new specialist to complete the task. County Auditor stated that the County Clerk, County Collector, and Assessor are all willing to use money out of their funds to cover the amount in the contracts to complete the upgrades. Commissioner Williams made a motion to approve the statement of work in this contract. Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), and Commissioner Williams (Yes).

## PROJECT OVERVIEW

**Title:** Name and Address Key Correction from Vanguard

**Purpose:** This process will take the name and address key information passed from Vanguard, transfer the data elements to the iSeries, and update the information in the iSeries Clerk and Collector system as necessary. This information will be maintained on a tax year basis as associated with the individual parcels as passed from Vanguard. A report will be generated reflecting the daily additions/changes to name and address information listing the parcels impacted. (Information for past paid tax years will NOT be updated.) In addition, an iSeries screen will be created, enabling the maintenance of the address information on the iSeries outside of the interface from Vanguard; however, changes from Vanguard may overwrite changes made through this iSeries maintenance screen.

## SCOPE OF WORK

This section defines the service deliverables ("Scope") for the services set forth in this Huber SOW.

### Huber Responsibilities

1. Coordination with Vanguard to output Name and Address Changes for personal property and real estate items in a Watch Folder (*Payment Milestone 1*)
2. Update of the PC interface the lives on the Vanguard Server to transfer data elements from the Watch File to the iSeries import files (*Payment Milestone 2*)
3. Development of Trigger interface to fire upon insert of the information to update the Vanguard information into the New Name and Address Changes files. This includes the report to reflect daily additions/changes to the name and address information listing the parcels impacted (*Payment Milestone 3*)
4. Modification and re-compile to existing applications using NAKEY process (*Payment Milestone 4*)
5. Testing Corrections and issues (*Payment Milestone 5*)
6. Analysis, Design, & Project Management (*Payment Milestone 6*)
7. Support & Warranty for 60 days from first day in Production (*Included at no additional charge*)

### Client Responsibilities

- Ensure availability to provide feedback and answers to questions
- User testing of re-compiled programs
- Liaison to Vanguard to resolve issues and get questions answered

### Out of Scope

The following items are not included within the scope of this project:

- Updates to data from previous years
- Additional reports
- Documentation or manuals
- Any other items not specifically stated in the 'Huber Responsibilities' section

### Place of Performance

Remote Services

## PRICING

**\$24,225 Total Fixed Price**

***Payment Milestones:***

<b>Description</b>	<b>Amount</b>
Milestone 1	\$1,425
Milestone 2	\$2,850
Milestone 3	\$2,850
Milestone 4	\$9,500
Milestone 5	\$1,900
Milestone 6	\$5,700

## PROJECT OVERVIEW

**Title:** Abatement Interface for Personal Property

**Purpose:** This process will take data from the Vanguard Watch Folder and transfer the data elements to the iSeries in import files, while providing an interface that the Assessor's office can utilize on the Vanguard Server to identify that transmissions are occurring currently to the iSeries System. Once on the iSeries, that data will be imported into the existing Clerk and Collector systems for assignment of the associated taxes based upon the valuations presented and the associated levies to the master tax district. Reports will be generated of the daily additions/changes to taxes based upon the information calculated. Following the assignment of taxes, the system will perform a lookup into the Collector System to determine if the item is a new item or an existing item. In the event that the item is an existing item, the system will determine if the prior taxes due have been paid. If the taxes have not been paid or the item is a new item, the system will adjust the Collector System and generate a daily audit report of the adjustments made with detail of before and after values in the case of existing items. If the taxes have been paid, the system will not adjust the Collector System and generate a separate report for those adjustments listing the taxes paid and the newly calculated taxes based upon the new assess value delivered over the interface.

## SCOPE OF WORK

This section defines the service deliverables ("Scope") for the services set forth in this Huber SOW.

### Huber Responsibilities

1. Coordination with Vanguard to output Header/Detail lines for personal property items in the Watch Folder for personal property (*Payment Milestone 1*)
2. Update of the PC interface that lives on the Vanguard Server to transfer data elements from the Watch File to the iSeries import files (*Payment Milestone 2*)
3. Development of Trigger interface to fire upon insert to the Header table for processing the Vanguard information into the Assessor to Clerk Interface files (*Payment Milestone 3*)
4. Development of Clerk Tax Assignment process that assigns the tax rates to the specified levies and calculates the amount due for the personal property passed through the interface (*Payment Milestone 4*)
5. Creation of Daily Interface report that highlights the information passed from the assessor and the associated taxes due by levy for new items (*Payment Milestone 5*)
6. Creation of Daily Interface report that highlights the information passed for existing items that have not been paid and the associated change in taxes due by levy for the existing item (*Payment Milestone 6*)
7. Creation of a Daily Interface report that highlights the information passed for existing items that have already been paid in the Collector System and the associated change in taxes due by levy for the existing item (*Payment Milestone 7*)
8. For items identified in Step 5 above, development of a process to add items to the Collector System (*Payment Milestone 8*)
9. For items identified in Step 6 above, development of a process to update the taxes due in the Collector System (*Payment Milestone 9*)
10. Creation of a tax due notice for new items added to the Collector System as identified in 8 above (*Payment Milestone 10*)
11. Creation of a change notice for adjustment of taxes to be sent to tax payer as identified in 9 above (*Payment Milestone 11*)
12. Ensure that existing Collector System reflects the valuation changes as highlighted above and correct information has been populated to facilitate the payment of new or existing adjustments (*Payment Milestone 12*)
13. Creation of a Daily Interface report highlighting adjustments made the collector system by personal property ID number (*Payment Milestone 13*)
14. Testing & Rework or issues (*Payment Milestone 14*)
15. Analysis, Design, & Project Management (*Payment Milestone 15*)
16. Support and 60-day warranty period (included at no charge)

### Client Responsibilities

- Ensure availability to provide feedback and answers to questions
- User testing
- Liaison to Vanguard for issue resolution and getting questions answered

## PRICING

\$37,525 Fixed Price

**Payment Milestones:**

Description	Amount
Milestone 1	\$1,425
Milestone 2	\$3,800
Milestone 3	\$3,800
Milestone 4	\$2,850
Milestone 5	\$1,425
Milestone 6	\$1,425
Milestone 7	\$1,425
Milestone 8	\$3,800
Milestone 9	\$3,800
Milestone 10	\$950
Milestone 11	\$950
Milestone 12	\$1,900
Milestone 13	\$950
Milestone 14	\$1,900
Milestone 15	\$7,125

**Adjourn:** With no further official business on the agenda: Commissioner Thomas made a motion to adjourn to any unofficial business that may develop during the day. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Williams (Yes) and Commissioner Thomas (Yes). Session closed at 10:35 A.M.

Ordered that the Commission adjourn until Thursday July 12, 2018

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*Greg Hasty, Presiding Commissioner*

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*Melissa Peters Benefits Coordinator*