

Geauga County

Automatic Data Processing Board

Annual Report 2004



Board Members

Tracy A. Jemison, Auditor & Chief Administrator
Suzanne Hassett, Board of Elections
Christopher P. Hitchcock, Treasurer
David Joyce, Prosecutor
Denise Kaminski, Clerk of Courts
Arch Kimbrew, Board of Elections
Mary Margaret McBride, Recorder
Daniel C. McClelland, Sheriff
Robert L. Phillips, Engineer
Jim Walsh, Court of Common Pleas IT Systems Administrator
William S. Young, Commissioner

Mission Statement

To provide the highest level of technology in the most effective and efficient manner in the most realistic timeframe for the most reasonable cost. Advising agencies of new technologies, deploying equipment in a timely fashion, coordinating procurement, system implementation, and maintenance. Finally playing a key role in your business process attempting to improve competitiveness, efficiency, and communications.

Ohio Revised Code

This report is produced in compliance with Ohio Revised Code Section 307.845 and submitted to the Board of County Commissioners by Tracy A. Jemison, Auditor and Chief Administrator of the Automatic Data Processing (ADP) Board.



Tracy A. Jemison, AAS

Geauga County Auditor

M E M O

TO: Citizens of Geauga County
Gauga County ADP Board
Gauga County Board of Commissioners

FROM: Tracy A. Jemison, AAS, Auditor and Chief Administrator

RE: 2004 Annual Report per ORC 307.845

DATE: March 2005

I am pleased to present you with the 2004 Annual Report for the Geauga County Automatic Data Processing Board (ADP Board).

Since 2002 the Geauga County Board of Commissioners have studied whether to disband the ADP Board allowing a decentralization of county computer systems. In May 2004 Mary Samide was appointed County Commissioner to fill a vacancy on the Board. Commissioner Samide and Dave Lair, Special Projects Coordinator visited all county departments to assess their computer needs and the usefulness of the ADP Board. In August the Board of County Commissioners passed Resolution 04-156 to continue the ADP Board.

In 2004 the staff was extremely busy deploying technology to several county offices. The county purchased a new court system from Maximus. The ADP staff installed all the hardware along with converting the data from the old court system. The Department of Water Resources also purchased a new utility billing system and the ADP staff converted the data for that project as well. The programming staff created Intranet applications for the Dog Registration System and started an online payroll system due to be implemented in the summer of 2005.

The ADP operations staff was busy installing new hardware for county departments and upgrading the county's servers to Windows 2003. In 2004 the ADP Board continued to promote funding for a wide area network (Broadband) connection to the county offices located at 470 Center Street and to the offices located at the Ravenwood/Merritt Road area. I am pleased that with a cooperative effort of the Board of County Commissioners and the ADP Board that a 1 GB fiber ring network will become a reality in 2005. The new network will accommodate the new Voice Over Internet Protocol (VoIP) telephone system to be installed in 2005. The integration of the voice, video and data systems will allow for greater efficiency for all county departments in serving the residents of Geauga County for many years to come.

During the past year the ADP Board staff has remained professional and dedicated to serving our users competently. I commend them for their efforts.

2004 ADP Financial Report

Revenues	2004	2003
Report Sales	\$ 172	\$ 6
Insurance Claim	\$ -	\$ 6,178
Refunds	\$ 87	\$ -
Courts	-	\$ 22,674
Water Resources	\$ 9,000	\$ 9,000
Chardon Municipal Court	\$ 18,000	\$ 18,000
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Total Revenues:	\$ 27,259	\$ 55,858
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 Expenses:		
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Personnel Services:		
Salaries	\$ 338,252	\$ 348,711
Hospitalization	\$ 49,706	\$ 54,855
Medicare	\$ 3,875	\$ 4,070
PERS	\$ 45,783	\$ 58,957
Unemployment	\$ 3,537	\$ -
Worker's Compensation	\$ 3,223	\$ 1,756
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Total Personnel Services:	\$ 444,376	\$ 468,349
Materials and Supplies	\$ 4,945	\$ 11,308
Equipment	\$ 2,280	\$ 30,214
Contract Services	\$ 55,748	\$ 69,129
Other	\$ 10,521	\$ 17,492
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Subtotal:	\$ 73,494	\$ 128,143
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Total Expenses:	\$ 517,870	\$ 596,492
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Average Cost for Support (PC/Printer/Terminal)	\$ 1,883.16	\$ 2,169.06

Staff Introductions

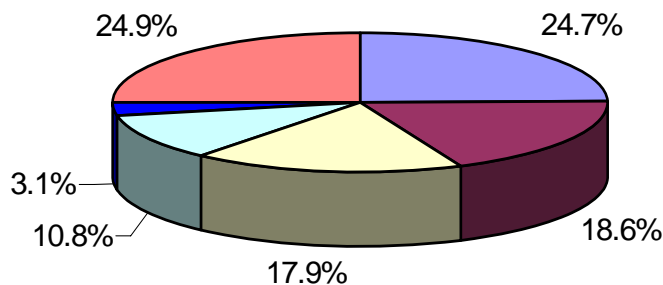
Software Development Team (211 Main Street, Opera House)

The software development team is responsible for maintaining all in-house software applications such as Accounting, the Commissioner's Index, Fixed Assets, Hospitalization, Payroll, Permit Tracking, Real Estate, Veteran Services, Water Resources, County Web Pages, and Applications. At the present time this represents 21 sub-systems consisting of over 3,500 individual programs. The software team consists of *David Slaby, Software Development Manager* as technical leader, *George Sneller, System Analyst*, *Theresa Foltz, Programmer Analyst*, *Diana Schandenfroh, Programmer*, and *Jerry Heil, Programmer*.

System Support Team (231 Main Street, Courthouse Annex)

The system support team handles the day-to-day operations in the Data Center. This team consists of *Reese Elko, System Manager*, and the system support team of *Tracie Downen, Operator*, *Tom Huff Lead Operator*, and *Blythe Wenzel, Help Desk*. In the fourth quarter of 2004 *Allen Keener* and *Jeffrey Maze* replaced Tracie Downen and Tom Huff. This team is responsible for system maintenance, back-ups, batch processing, hardware installation, LAN administration, and help desk support in the mainframe and PC environments for approximately forty different county agencies.

ADP 2004 Workload Distribution



■ Administration

■ General Operations

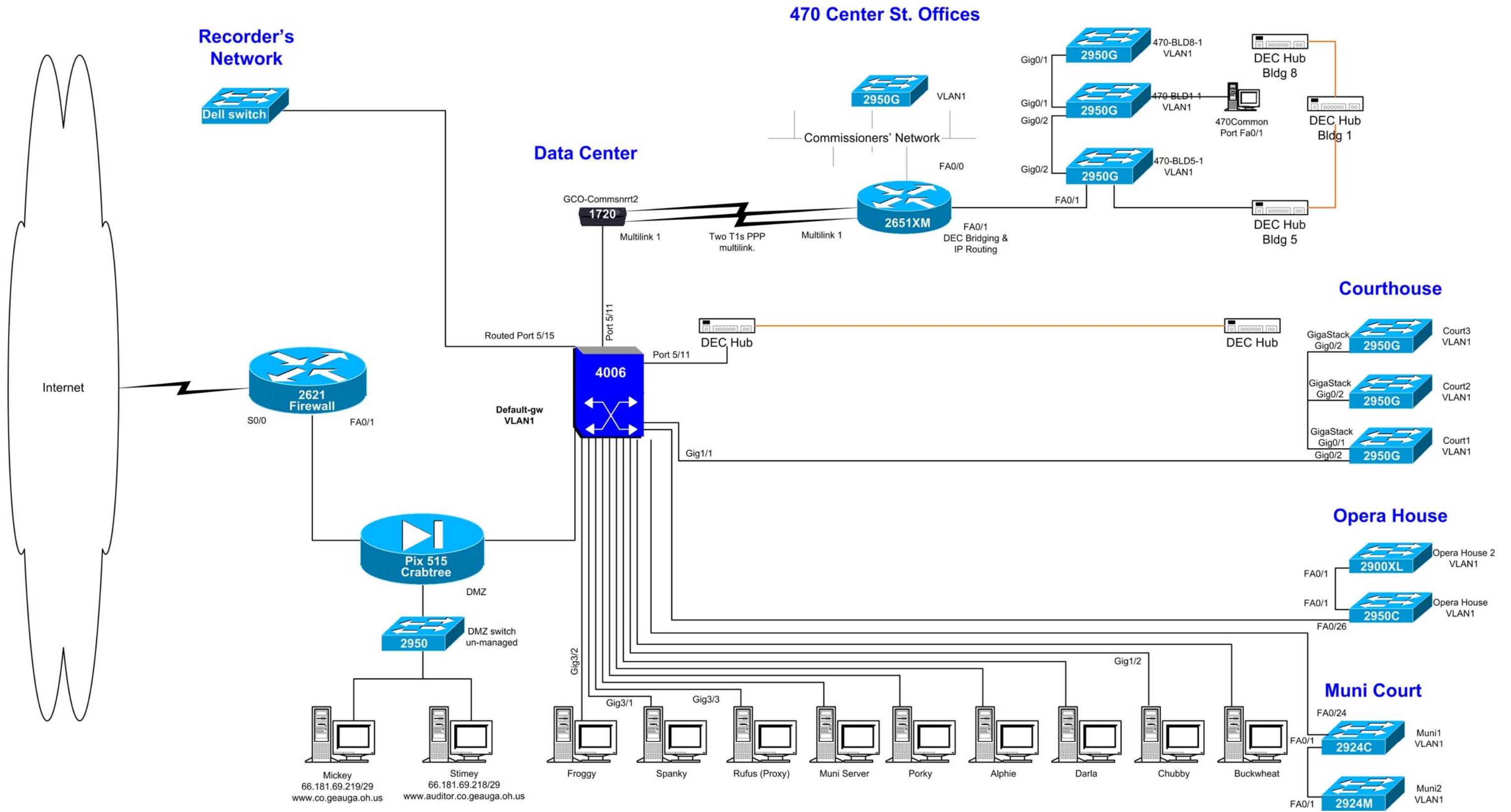
■ Help Desk / User Support

■ PC / Internet Support

■ Professional Development

■ Software Development

Geauga County Network Plan



2004 Programming Highlights

- Attended Developing .NET Web Applications using Visual Studio.NET training
- Maintained databases for Dog System and Clerk of Courts
- Created and maintained several County Web Pages
- Responded to over 500 help desk calls
- Made enhancements to over 250 programs on Alphie and designed several reports using Crystal Reports

The larger of these projects are listed below:

Accounting

- Implemented Positive Pay Module which allows for easy check verification with bank
- Yearly 1099 changes
- Add IRS Vendor Hold Flag to Vendor File to allow a hold to be put on payments owed to a vendor

Board of Elections

- Rewrite of Election results to Web page application
- Assist in processing and distributing election results via internet, email and printed reports
- Process annual voter master file for jury selection

Building Department

- Allow for permit display of parcels that have been deleted from Real Estate or PTS
- Created monthly reports to ensure file balancing
- Create Certificate of Occupancy and Plan Approval Application in Adobe to allow for online entry

Commissioners

- Allow up to 500 supplementals and transfers to be entered in one session
- Create and post meeting minutes and job opportunities on web page

Courts

- Assisted with year end processing and reports
- Captured statistics for numerous requests
- Publish job opportunities to website
- Add beneficiary form and update passport information on Clerk of Courts Website
- Started conversion of Writs data for Courtview for Juvenile/Probate Court

Disaster Recovery

- Tested all systems as part of Disaster Recovery requirements

Dog System

- Printed Dog Applications using a new Crystal Reports Application

Hospitalization

- Allow any month's deductions to be done for the following years prior to Year End Process
- Coordinate changes needed for new vendor plans
- Various changes in departmental rates

2004 Programming Highlights - continued

Jury

- Coordinate processing needed for the jury draws held during the year
- Handle annual processing requirements

Municipal Court

- Created several reports per user requests using Crystal Reports
- Make updates to web pages

Payroll

- Do not include Health Care deduction when calculating Municipal Taxes
- Add Health Care Deductions to W2s
- Provide verification of municipal taxes matching work and resident cities
- Annual W2 and Miscellaneous W2 changes

Planning Commission

- Create and update community Land Use Plans and Zoning Resolutions, General Plan, Directory of Public Officials, and Subdivision Regulations
- Post revised zoning maps

Real Estate

- Allow for individual printing of several reports through reports menu

Sick & Vacation

- Provided support for year end processing for 12 departments

Treasurer

- Create new file layouts for bills to allow for easy exporting of data
- Support website

Veterans

- Create Transaction Audit Report

Water Resources

- Write conversion program to extract data from old system

Current/Future Projects

- Online Payroll Worksheet – Department entry of payroll through PC/Internet
- Sick & Vacation Web Application – replacing Alphie application
- New Dog Web Application including dog license purchase via the Internet
- New Intranet Help Desk Application
- New website for Building Department
- New website for Board of Elections
- New “Community Support and Assistance” website for Chardon Municipal Court
- Convert Common Pleas Court Data for Courtview

2004 Operations Highlights

- Assisted Treasurer w/ Scanning Equipment
- Upgraded MS SQL 7.0 to MS SQL 2000 on MuniCourt Server
- Deployed 4 new PC's for Planning Commission
- Brought County Web server in-house
- Upgraded Alphie operating system to OVMS v7.1-2
- Configured Porky Server to be Disaster Recovery box for Alphie Server
- Microsoft Exchange upgrade from 5.5 to 2003
- Tape Drive replacement from 20/40GB Autoloader to Ultrium 230 100/200GB Autoloader on Spanky
- Replaced Network Cards on Servers to Fiber GB for GB Backbone
- Added 6 – 146GB disk drives on Froggy for GIS
- Deployed 4 donated PC's to Building Department
- Election Day Assistance - 3/2/04; 8/3/04; 11/2/04
- Implemented Spam Mail Blocker – FrontBridge
- Upgraded GIS, Planning, & Map room PC's to ArcGIS 9.0
- Hired two replacement personnel
- Replicated Muni Court SQL Data to Froggy SQL Server for replication of data for CourtView Web Project
- Assisted Courts on Server quotes for CourtView Migration project
- Deployed 24 new PC's for Juvenile Court
- Assisted Juvenile Court move to 2nd floor of Annex Building
- Upgraded Spanky server to resolve Active Directory issues on Network
- Deployed 4 new PC's for Courts
- Deployed 2 new Multifunctional devices for Juvenile Court
- Deployed 5 new PC's for Accounting
- Deployed 6 new PC's for Real Estate
- Veritas Backup Training - (February 2004)
- Responded to over 1600 Helpdesk calls

2004 Equipment Approvals

<i>Department</i>	<i>1.01 - 3.16.04</i>	<i>3.17 - 4.01.04</i>	<i>4.02 - 5.03.04</i>	<i>5.04 - 9.15.04</i>	<i>9.16 - 10.06.04</i>	<i>10.07 - 10.22.04</i>	<i>10.23 - 12.31.04</i>	<i>1.01 - 12.31.04</i>
<i>Department</i>	<i>Amount</i>	<i>Amount</i>	<i>Amount</i>	<i>Amount</i>	<i>Amount</i>	<i>Amount</i>	<i>Amount</i>	<i>Total</i>
ADP	\$ 3,648.00	-	-	\$ 17.99	-	-	\$ 3,475.00	\$ 7,140.99
Archives	-	-	\$ 239.97	-	-	-	\$ 260.00	\$ 499.97
Auditor/GIS	\$ 9,671.00	\$ 1,691.50	-	\$ 23,032.95	\$ 562.70	\$ 2,385.00	\$ 21,181.00	\$ 58,524.15
Board of Elections	-	-	-	-	-	-	\$ 2,000.00	\$ 2,000.00
Board of MR & DD	\$ 5,420.34	-	\$ 226.39	\$ 14,954.22	-	-	-	\$ 20,600.95
Building Department	-	-	-	\$ 55.45	-	-	\$ 1,689.00	\$ 1,744.45
Clerk of Courts	-	-	-	-	-	-	-	-
Commissioners	-	-	-	\$ 16,785.00	-	-	\$ 1,015.00	\$ 17,800.00
Community Development	-	-	-	\$ 2,216.04	-	-	-	\$ 2,216.04
Courts Common Pleas	\$ 89.50	-	-	\$ 1,807.91	\$ 9.25	\$ 92,026.50	\$ 278.00	\$ 94,211.16
Courts (Juvenile/Probate)	-	-	-	-	-	-	-	-
Coroner	-	-	-	-	-	-	-	-
County Engineer	-	-	\$ 1,299.98	\$ 533.74	-	-	\$ 1,050.00	\$ 2,883.72
County Home	-	-	\$ 76.00	-	-	-	-	\$ 76.00
Dept of Aging	-	\$ 13,150.00	-	-	-	-	-	\$ 13,150.00
Dept of Emergency Services	\$ 5,873.00	-	-	\$ 744.93	\$ 23,560.00	-	\$ 2,300.00	\$ 32,477.93
Dept of Water Resources	-	-	-	\$ 15,470.00	-	\$ 1,072.00	\$ 765.00	\$ 17,307.00
Dept of Human Services	-	-	-	-	-	-	-	-
Dog Warden	\$ 311.50	-	-	-	-	-	-	\$ 311.50
Job & Family Services	-	\$ 975.50	\$ 426.47	-	\$ 900.00	-	\$ 19,292.00	\$ 21,593.97
Maintenance Department	-	-	-	\$ 193.00	-	-	\$ 2,313.00	\$ 2,506.00
Municipal Court	\$ 4,382.98	-	-	\$ 720.45	-	-	\$ 1,225.00	\$ 6,328.43
Park District	\$ 1,843.68	\$ 27,276.64	\$ 99.00	\$ 6,284.34	-	-	-	\$ 35,503.66
Planning Commission	\$ 5,000.56	-	\$ 4,364.00	-	-	-	-	\$ 9,364.56
Prosecutor's Office	-	-	-	-	-	\$ 17,729.15	-	\$ 17,729.15
Public Defender	-	\$ 331.75	-	\$ 19.98	-	-	-	\$ 351.73
Recorder	-	-	-	-	-	-	-	-
Sheriff's Department	\$ 3,723.94	\$ 8,200.00	\$ 582.86	\$ 8,330.83	\$ 129.99	\$ 8,286.36	\$ 21,132.00	\$ 50,385.98
Transit Department	\$ 3,770.00	-	-	\$ 2,726.00	-	-	-	\$ 6,496.00
Treasurer's Office	\$ 1,900.53	-	-	-	-	-	\$ 8,818.00	\$ 10,718.53
Veterans Service	\$ 1,252.00	-	-	-	-	-	\$ 1,495.00	\$ 2,747.00
Victim Witness Asst. Prog	-	-	-	\$ 1,596.75	\$ 1,699.00	-	-	\$ 3,295.75
Total Equipment Expense	\$ 46,887.03	\$ 51,625.39	\$ 7,314.67	\$ 95,489.58	\$ 26,860.94	\$121,499.01	\$ 88,288.00	\$ 437,964.62

Department of Information Technology (DoIT)

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Internet: www.co.geauga.oh.us/departments/adp/

Reese Elko - System Manager	relko@co.geauga.oh.us	Ext. 2770
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Allen Keener - Lead Operator	akeener@co.geauga.oh.us	Ext. 4343
Jeffrey Maze - Operator	jmaze@co.geauga.oh.us	Ext. 4342
Diana Schadenfroh - Programmer	dschadenfroh@co.geauga.oh.us	Ext. 4370
Blythe Wenzel - Help Desk	bwenzel@co.geauga.oh.us	Ext. 4220



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