Geauga County
Automatic Data Processing Board
Annual Report 2005

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
Mary E. Samide, Commissioner
Jim Walsh, Court of Common Pleas IT Systems Administrator

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
Geauga County ADP Board
Geauga County Board of Commissioners

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

RE: 2005 Annual Report per ORC 307.845

DATE: March 2006

I am pleased to present you with the 2005 Annual Report for the Geauga County Automatic Data Processing Board (ADP Board).

In 2005 the Board of Geauga County Commissioners and the Automatic Data Processing Board collaborated to install a 1GB fiber ring network that connected the County campus at 470 Center Street, Chardon and the Ravenwood/Merritt Road area with the Courthouse and Annex. This new network allowed for a Voice over Internet Protocol (VoIP) telephony system to be installed to all these locations in December 2005. The network has allowed the new safety center to be on the county network. These improvements will continue to enhance inter-department communications in the future. The fiber ring is now the foundation for the proliferation of future technology enhancements throughout the county.

The operations staff has also been busy deploying new servers, desktop computers and printers on the county network along with providing the day-to-day support for over 250 users. A number that is growing every day. The programming staff continued to maintain and enhance the county website by creating an Internet auction web site that will allow county offices to sell surplus property easily. They also supported many software systems with enhancements and maintenance. The staff continues to serve our county departments diligently and in a professional manner.

During 2005 this department deployed more technology than at any other time. This trend will continue as several county departments start to migrate to the county network in 2006. The plan for 2006 calls for installing another fiber ring in the Ravenwood/Merritt Road area so that all the county offices in that location can be connected to the county network and take advantage of all the features the VoIP telephone system has to offer. These projects will allow Geauga County government the ability to deliver services to the residents of Geauga County in an effective and efficient manner for years to come.

2005 ADP Financial Report

Revenues

		2004		2005
Report Sales	$	172	$	2
Insurance Claim	$	0	$	0
Refunds	$	87	$	0
Courts	$	0	$	0
Water Resources	$	9,000	$	11,324
Chardon Municipal Court	$	18,000	$	18,000
Total Revenues:	$	27,259	$	29,326

Expenses

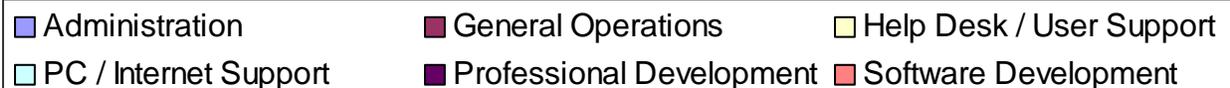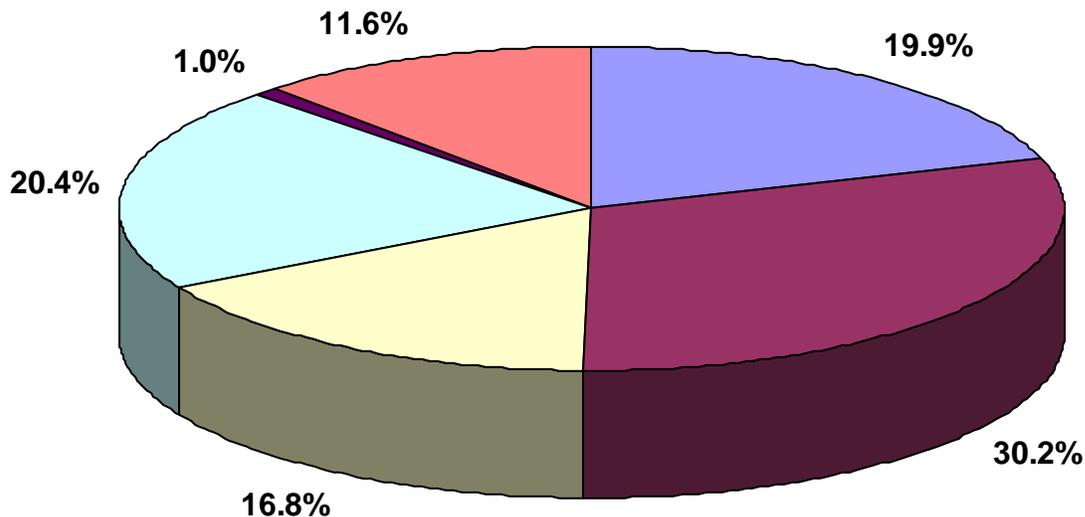|		2004		2005
Personnel Expenses:				
Salaries	$	338,252	$	214,065
Hospitalization	$	49,706	$	24,374
Medicare	$	3,875	$	2,540
PERS	$	45,783	$	29,005
Unemployment	$	3,537	$	10,782
Workers' Compensation	$	3,223	$	4,732
Total Personnel Expenses:	$	444,376	$	285,498
Non-personnel Expenses:				
Materials and Supplies	$	4,945	$	6,688
Equipment	$	2,280	$	9,557
Contract Services	$	55,748	$	62,349
Other	$	10,521	$	23,492
Total Non-personnel Expenses:	$	73,494	$	102,086
Total General Fund Expenses:	$	517,870	$	387,584
Capital Expenditures (N3):				
Metro Area Network			$	133,880
Voice-over Internet Protocol Phone system			$	334,801
Other			$	7,250
Total Capital Expenditures:			$	475,931
Total Expenses:	$	517,870	$	863,515
Average Cost for Support (PC/Printer/Terminal)	$	1,883.16	$	1,305.00

Staff Introductions

Software Development Team (211 Main Street, Opera House)

The software development team is responsible for maintaining in-house software applications such as Commissioner's Index, Fixed Assets, Hospitalization, Permit Tracking, Sick and Vacation, Veteran Services, Water Resources and County Web Pages and Applications. At the present time this consists of over 2,500 individual programs. The software team consists of *Jerry Heil, Programmer* and *Diana Schadenfroh, Programmer*.

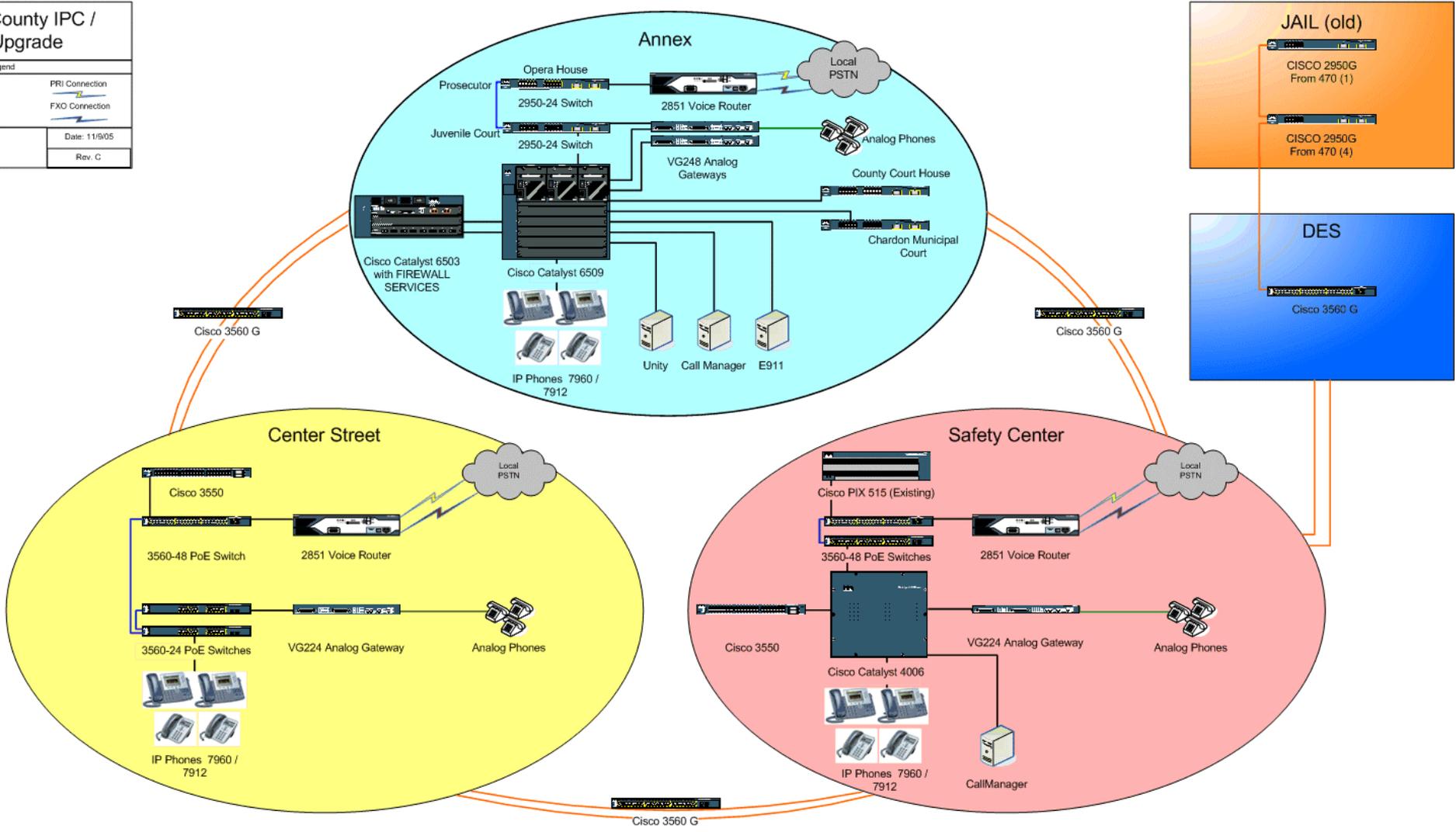### *System Support Team (231 Main Street, Courthouse Annex)*

The system support team handles the day-to-day operations in the Data Center. This team consists of *Reesee Elko, System Manager*, and the system support team of *Allen Keener, Lead Operator, Jeff Maze, Operator* and *Blythe Wenzel, Operator.* 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 2005 Workload Distribution

19.9%

30.2%

16.8%

20.4%

1.0%

11.6%

☐ Administration   ■ General Operations   ☐ Help Desk / User Support
☐ PC / Internet Support   ■ Professional Development   ■ Software Development

Geauga County IPC / LAN Upgrade

Legend

Adelphia Fiber		PRI Connection
1000Base T Uplink		FXO Connection
100Base T Uplink		

Date: 11/9/05

Rev. C

Annex

Opera House

Prosecutor

2950-24 Switch

Juvenile Court

2950-24 Switch

2851 Voice Router

Local PSTN

VG248 Analog Gateways

Analog Phones

County Court House

Chardon Municipal Court

Cisco Catalyst 6503 with FIREWALL SERVICES

Cisco Catalyst 6509

IP Phones 7960 / 7912

Unity   Call Manager   E911

Cisco 3560 G

Cisco 3560 G

JAIL (old)

CISCO 2950G From 470 (1)

CISCO 2950G From 470 (4)

DES

Cisco 3560 G

Center Street

Cisco 3550

3560-48 PoE Switch

2851 Voice Router

Local PSTN

3560-24 PoE Switches

VG224 Analog Gateway

Analog Phones

IP Phones 7960 / 7912

Safety Center

Cisco PIX 515 (Existing)

3560-48 PoE Switches

2851 Voice Router

Local PSTN

Cisco 3550

Cisco Catalyst 4006

VG224 Analog Gateway

Analog Phones

IP Phones 7960 / 7912

CallManager

Cisco 3560 G

Geauga County IPC/ LAN Upgrade

2005 PROGRAMMING HIGHLIGHTS

- Muni Ad Hoc Reports

- Park Board Voucher Macro

- Probate and Juvenile Writs Conversion

- Dog License Web pages

- Common Pleas Docket Web pages – 75% complete - January 2006

- Asset Tracking – Fixed Asset – Evaluating trial software

- Help Desk rewrite – 20% complete - To be determined

- Muni Court Probation Reports – 50% complete - Maximus assistance required

- Election Day assistance – May 3rd and November 8th

- 1099 Form modification for 2006

2005 OPERATIONS HIGHLIGHTS

- County Network Server Farm
  - Upgraded Servers to Windows Server 2003 Active Directory
  - Implemented Test/Application Server
  - Implemented Network Monitoring Server

- Implemented WebSense – Internet Content Monitoring Solution – Replacement for Proxy/X-Stop

- Implemented SSL Certificate against Secure Intranet Applications

- Implemented Webroot – Spy Sweeper, Anti-Spyware software on all county workstations, servers and laptops

- Data Center Re-cabling Project

- Adelphia County Fiber Project

- IP Telephony Project

- Upgraded 16 PC's w/ Memory and to Windows XP Pro operating system from NT 4.0

- Obtained Board of Elections access to County Network for E-mail and Internet Access

- Installed Reflection and provided secure access to Alphie on Recorders 14 ACS PC's

- Assisted Recorder's Office and Imagining Vendor FTP access via the Internet

- Internet project of CourtView data for Muni Court

- Assisted Courts w/ CourtView conversion on Juvenile Court and then General Division

- Obtained Maintenance access to County Network. Configure New PC and Upgraded existing

- Deployed replacement PC's and/or Laptops for the following departments:
  - 3 – Engineer's Map Room
  - 3 – Operations - DoIT
  - 1 – Planning
  - 6 – Treasurers
  - 2 – Auditors
  - 3 – GIS

- Deployed Replacement Printers and/or Plotter for the following:
  - Planning
  - GIS
  - Public Defenders
  - Veterans

- Deployed 33 new PC's for Courts

- Assisted w/ CASA move to 470 Center Street

- Performed 2005 VMS (Alphie) Disaster Recovery test for Accounting and Payroll

- Assisted Sheriff's Office w/ New Server Configuration and upgrading/ghosting their PC's

- Safety Center Move – Dispatch and Jail

- Assisting Sheriff's w/ Software package selection and creating RFP – 50% complete

- Election Day assistance – May 3rd and November 8th

2005 WEB PAGE DEVELOPMENT HIGHLIGHTS

- Created new Airport Authority web page

- Posted election results

- Created new website for Board of Elections (40% complete)

- Created new website for Building Department

- Created meeting minutes for the Board of Commissioners

- Routinely posted web pages for Chardon Township

- Routinely posted web pages for the Engineer's Office

- Modifications to newly purchased Click Auction software for Maintenance Department's on-line auctions (waiting for approval)

- Created new "Community Support and Assistance Website" for Chardon Municipal Court

- Updated various pages to Chardon Municipal Court's website

- Created the following new web pages for Planning Commission's website:
  - Community Housing Improvement Strategy
  - Economic Development Links
  - Montville Township Land Use Plan
  - Newbury Township Land Use Plan
  - Parkman Township Land Use Plan
  - Township Zoning District Information
  - Troy Township Land Use Plan

- Updated the following existing web pages for the Planning Commission's website:
  - Clerks by Community
  - Directory of Public Officials
  - General Plan
  - Model Township Zoning Resolution
  - Montville Township Land Use Plan
  - Parkman Township Land Use Plan
  - Russell Township Zoning Resolution
  - Subdivision Regulations
  - Township and Village Zoning Maps
  - Troy Township Land Use Plan
  - Zoning Inspectors by Community

- Redesigned website for Recorder's Office

- Routinely posted updated plats for Recorder's Office

- Routinely updated the Sheriff's Land Sale List

- Created new website for Sheriff's Office (40% complete)

- Created job listings for various offices and departments

- Minor web page updates for various offices and departments

2005 Equipment Approvals

Department	1.01-1.23.05 Amount	1.24-5.03.05 Amount	5.04-10.18.05 Amount	10.19-12.31.05 Amount	1.01-12.31.05 Total
ADP - DoIT	$ 445.00	$ 6,266.00	$ 16,075.70	$ 2,562.60	$ 25,349.30
Archives	$ 3,350.00	$ -	$ -	$ 2,003.00	$ 5,353.00
Auditor	$ 1,030.00	$ -	$ 5,710.00	$ -	$ 6,740.00
Board of Elections	$ -	$ 13,644.40	$ 1,806.00	$ 7,323.50	$ 22,773.90
Board of MR & DD	$ -	$ 2,052.00	$ 31,292.75	$ 427.00	$ 33,771.75
Building Department	$ -	$ -	$ -	$ -	$ -
Clerk of Courts	$ -	$ -	$ -	$ -	$ -
Commissioners	$ -	$ 25,256.00	$ 75.00	$ 2,166.92	$ 27,497.92
Commissioners / DoIT	$ -	$ -	$ 360,000.00	$ 103,925.00	$ 463,925.00
Community Development	$ -	$ 961.00	$ -	$ -	$ 961.00
Courts Common Pleas	$ -	$ -	$ 256.00	$ 9,630.00	$ 9,886.00
Courts (Juvenile/Probate)	$ -	$ -	$ -	$ -	$ -
Coroner	$ -	$ 630.00	$ -	$ -	$ 630.00
County Engineer	$ 1,030.00	$ 799.99	$ 1,282.93	$ 1,734.00	$ 4,846.92
County Home	$ -	$ -	$ -	$ -	$ -
Dept of Aging	$ -	$ -	$ 298.50	$ 1,500.00	$ 1,798.50
Dept of Emergency Services	$ -	$ 188.00	$ 20,821.36	$ 10,474.97	$ 31,484.33
Dept of Water Resources	$ -	$ 12,404.00	$ 18,336.00	$ -	$ 30,740.00
Dept of Human Services	$ -	$ -	$ -	$ -	$ -
Dog Warden	$ -	$ -	$ -	$ -	$ -
GIS	$ 248.95	$ 26,042.00	$ 39,444.80	$ 7,200.00	$ 72,935.75
Job & Family Services	$ -	$ 18,894.00	$ 918.10	$ -	$ 19,812.10
Maintenance Department	$ -	$ 280.00	$ -	$ 2,275.00	$ 2,555.00
Municipal Court	$ -	$ -	$ -	$ 1,230.00	$ 1,230.00
Park District	$ 2,970.85	$ 9,695.85	$ 2,230.00	$ 3,700.00	$ 18,596.70
Planning Commission	$ -	$ 18,150.00	$ 3,078.50	$ 709.15	$ 21,937.65
Prosecutor's Office	$ -	$ -	$ 3,795.68	$ 6,891.18	$ 10,686.86
Public Defender	$ -	$ 2,767.00	$ -	$ -	$ 2,767.00
Recorder	$ -	$ -	$ -	$ -	$ -
Sheriff's Department	$ -	$ 5,332.50	$ 22,582.00	$ 34,244.46	$ 62,158.96
Transit Department	$ -	$ 1,458.00	$ -	$ -	$ 1,458.00
Treasurer's Office	$ -	$ 4,250.00	$ 129.98	$ 900.00	$ 5,279.98
Veterans Service	$ -	$ -	$ -	$ -	$ -
Victim Witness Asst. Prog	$ -	$ -	$ -	$ -	$ -
Total for Equipment Expense	**$ 9,074.80**	**$ 149,070.74**	**$ 528,133.30**	**$ 198,896.78**	**$ 885,175.62**

Department of Information Technology (DoIT)

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Chardon, OH 44024-1293
(440) 285-2222, 834-1856, 564-7131 * Ext. 1630
Direct Line: (440) 279-1630

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

Reesee Elko - System Manager	_relko@co.geauga.oh.us_	_440-279-1631_
Jerry Heil - Programmer	_gheil@co.geauga.oh.us_	_440-279-1632_
Allen Keener - Lead Operator	_akeener@co.geauga.oh.us_	_440-279-1991_
Jeffrey Maze - Operator	_jmaze@co.geauga.oh.us_	_440-279-1992_
Diana Schadenfroh - Programmer	_dschadenfroh@co.geauga.oh.us_	_440-279-1633_
Blythe Wenzel - Operator	_bwenzel@co.geauga.oh.us_	_440-279-1612_

Help Desk: (440) 285-2222, 834-1856, 564-7131 * Ext. 4357 (HELP)

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