

# *Geauga County*

## *Automatic Data Processing Board*

### *Annual Report 2006*



#### **Board Members**

*Tracy A. Jemison, Auditor & Chief Administrator*

*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*

*John A. Ralph, Board of Elections*

*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

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## Geauga County Auditor

### M E M O

To: Citizens of Geauga County  
Geauga County ADP Board  
Geauga County Board of Commissioner's

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

Re: 2006 Annual Report per ORC 307.845

Date: March 2007

I am please to present you with the 2006 Annual Report for the Geauga County Automatic Data Processing Board (ADP Board).

2006 was a year of substantial growth whereby we layered some fundamental services atop our 1G fiber network foundation. This permitted us to install a Voice-over-IP (VoIP) phone system and a cost-effective redundant/disaster recovery plan using our data centers at the Annex and Safety Center as Core Service Centers for the County's data repositories. We implemented iSCSI NAS/SANs storage with 1.7 TB of storage facilities available to the network, incorporating data at Safety Center, Court and Auditor's Office.

Also expanded was our network foundation, utilizing aerial and microwave technology for the Park District and Virtual Private Networking (VPN) for the County Home, Youth Center and Sheriff's Post 2 (Burton). This enabled those county office locations to access the network. The engineering of the fiber optic ring project for the Merritt Road area was completed with assistance from the County Engineer. This project once completed in 2007 will allow many more departments to migrate to the Network. This tactical step is right in line with the multi-year strategic plan ratified by the ADP Board this year.

Our operations staff has evolved to include a new Chief Technology Officer and a new telephone/network Technician. Our operations staff has not only maintained the ever-evolving environment but kept pace with our server replacement policy, implemented a proactive network security prevention and protection policy via hardware and software systems. Our user community is approximately 1000 (970 actual) devices on the network (phones, servers and workstations.) Our programming staff has effectively addressed the expansion of the public presence on the World Wide Web with the addition and update of several county office sites.

The next year, we will begin the migration off of the mainframe environment for many key systems. Our network will become wireless in our primary locations and the county fiber will be activated around the Merritt road area. Video end-points for security and other efficiencies are anticipated as well. Our philosophy continues to manifest itself into greater availability to our citizens for their government services.

Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293  
**(440) 285-2222, 834-1856, 564-7131 - Ext. 1600 or Direct Line: (440) 279-1600**  
**FAX: Fiscal Office (440) 279-2184 \* Real Estate/Appraisal (440) 286-4359**

Web site: <http://www.auditor.co.geauga.oh.us>  
Email: [auditor@co.geauga.oh.us](mailto:auditor@co.geauga.oh.us)

*Proudly serving the residents of Geauga County*

## 2006 ADP Financial Report

### Revenues

	2005	2006
Report Sales	\$ 2	\$ 0
Insurance Claim	0	0
Refunds	0	646
City of Chardon	0	2,400
Water Resources	11,324	11,250
Chardon Municipal Court	18,000	18,000
	\$ 29,326	\$ 32,296

### Expenses

	2005	2006
<b><i>Personnel Expenses:</i></b>		
Salaries	\$ 214,065	\$ 224,886
Hospitalization	24,374	35,645
Medicare	2,540	3,141
PERS	29,005	30,797
Unemployment	10,782	1,986
Workers' Compensation	4,732	4,731
	\$ 285,498	\$ 301,186
<b><i>Non-personnel Expenses:</i></b>		
Materials and Supplies	\$ 6,688	\$ 2,911
Equipment	9,557	45,837
Contract Services	62,349	244,566
Other	23,492	19,227
	\$ 102,086	\$ 312,541
	\$ 387,584	\$ 613,727
<b><i>Capital Expenditures (N3):</i></b>		
Metro Area Network	\$ 133,880	\$ 54,924
Voice-over Internet & Phone	334,801	111,164
Other	7,250	17,822
	\$ 475,931	\$ 183,910
	\$ 863,515	\$ 797,637

### Supported Units

<i>(Servers/PCs/Printers/Phones)</i>	297	970 **
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### Average Cost for Support

<i>(Servers/PCs/Printers/Phones)</i>	\$ 1,305	\$ 633 **
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\*\* In 2006, Phone Support was added to the Average Cost for Support

## Staff Introductions

### Chief Technology Officer

**Stephen T Decatur** joined the organization in October 2006.

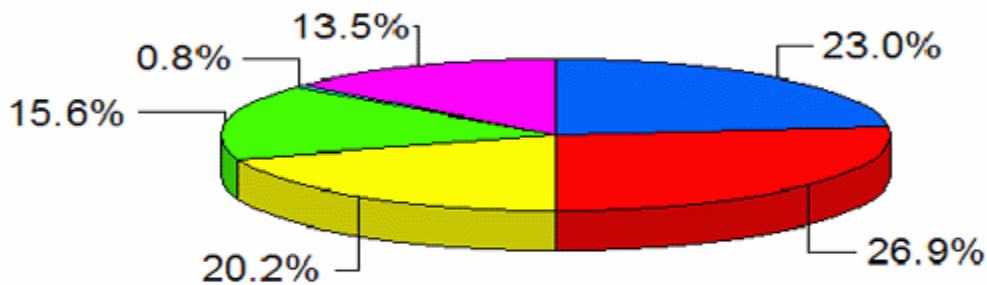
### Software Development Team (211 Main Street Opera House)

The software development team is responsible for the 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)

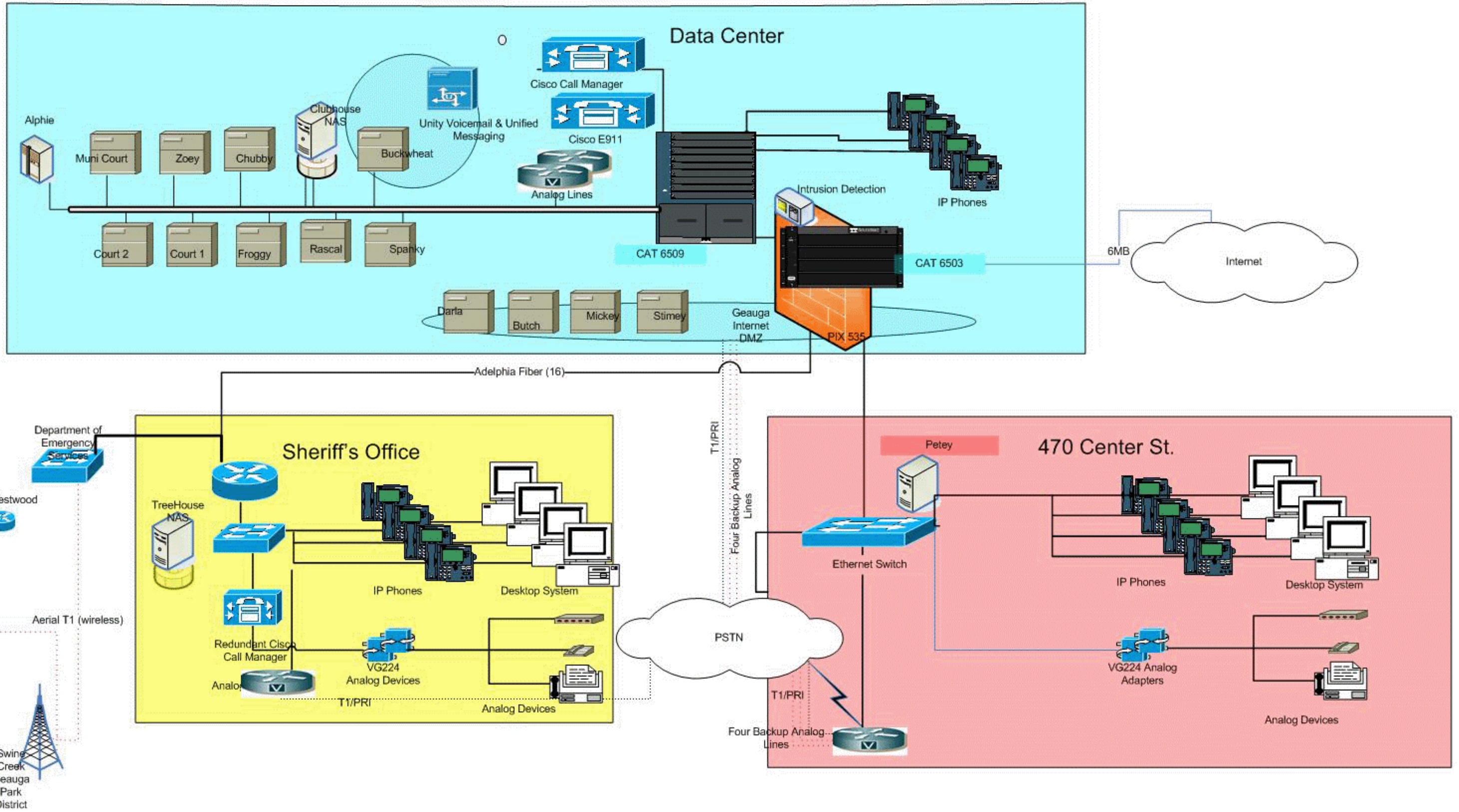
The system support team handles the day-to-day operations on the enterprise network and Data Center. This team consists of **Reese Elko, System Manager**, and the system support team of **Allen Keener, Lead Operator**, **Jeff Maze, Operator** and **Blythe Wenzel, Operator** and **Al Vontorcik, Telephone/Network Technician**. This team is response for system and network maintenance, backups, batch processing, hardware installation, Network administration, helpdesk support in the mainframe, PC and Telephone System environments for approximately forty different county agencies.

## ADP 2006 Workload Distribution





# Geauga County Offices Network Topology



## 2006 Operations Highlights

- ✓ Virtual Private Network Extensions (VPN) to – Sheriff's Post2, County Home, Youth Center, Coroner, Dog Warden
- ✓ Remote E-Mail access
- ✓ Office 2003 upgrades GIS Department/Auditor/DoIT
- ✓ 6 - GIS Department xw6200 PC replacements
- ✓ Geauga Park Board - County E-mail
- ✓ Darla - County DNS Server
- ✓ Election Support
- ✓ NAS project - County & SC
- ✓ Intrusion Detection Project
- ✓ Server Management Software
- ✓ Wireless Project analysis
- ✓ Job and Family Services - VPN connection via State Internet connection
- ✓ Service Desk Software
- ✓ Alphia VPN connections - Take away Dial-up - Department on Aging, Metzenbaum, Veterans Services, Water Resources, Engineer's Office, Geauga Transit, ADMS Board, Soil & Water
- ✓ OpenVMS Environment - Network Backup & Disk Shadowing between Annex & SC Configuration/Testing
- ✓ Implement Domain Name Server Redundancy
- ✓ Internet Access at Geauga County Fair
- ✓ 7 - Court PC deployment, 3 – Youth Center PC deployment
- ✓ 5 – Municipal Court PC replacements
- ✓ Fiber project to Merritt Road Extension, Walkthrough & RFP Write up
- ✓ Data Center - Air Conditioner Replacement - Weekend of 22nd
- ✓ Auditor's Accounting Office move to 215 Main Street
- ✓ Operations Move to Basement Annex \*(Old Accounting Area)\*
- ✓ Board of Elections move to 470 Center Street
- ✓ Safety Center Server Equipment move from Old Jail - January 2006
- ✓ SQL Database Replication out on the DMZ Server farm... \*(?)\*
- ✓ Replacement Froggy Server
- ✓ IP Telephony Cutover on 1/16/06
- ✓ Network LAN Monitoring

## 2006 Geauga County Website Development Highlights

Designed and implemented new websites for the Building Department and Board of Elections.

Customized, implemented, and supported the software for the Commissioners' new interactive On-Line Click Auction to generate income for unused county assets.

Created the following new web pages for the Planning Commission:

- Agricultural Easements
- Bainbridge Township Land Use Plan
- Bainbridge Township Riparian Setback Map
- Chester Township Land Use Plan
- Economic Analysis Plan
- Farm Markets, Products, and Services
- Rapid Response Team
- Wetlands Stream Mitigation Credits

Revised existing web pages for the following departments and offices:

- Archives and Records Center
- Auto Title Office
- Bar Association
- Board of Elections
- Building Department
- Chardon Municipal Court
- Chardon Township
- Clerk of Court's Office
- Commissioners' Office
- Court of Common Pleas: Juvenile/Probate Division
- Department on Aging



## 2006 Geauga County Website Development Highlights – Cont.

- Engineer's Office
- Frank G. Lavrich Youth Center
- Health District
- Law Library
- Park District
- Planning Commission
- Recorder's Office
- Sheriff's Office
- Treasurer's Office
- Veterans' Service Commission
- Added Engineers Road and Bridge Projects and the Recorder's Geauga Defined web
- Public Defender Case/Client System – Ongoing development & database extract & creation
- Juvenile/Probate Web pages – Modification of Clerk of Courts pages for future use by Juvenile/Probate courts
- Building Department – Created daily inspection log report
- Municipal Court – Assisting with creation and maintenance of multiple Crystal Reports.
- Auditor Dog License pages – Support & maintenance
- Board of Elections – Support & attempt at creating acceptable pages for GTV

## 2006 Equipment Approvals

	<b>1.01-5.14.06</b>	<b>5.15-8.18.06</b>	<b>8.21-9.29.06</b>	<b>10.03-11.17.06</b>	<b>11.20-12.31.06</b>	<b>1.01-12.31.06</b>
Department	Amount	Amount	Amount	Amount	Amount	Total
ADP - DoIT	\$ 22,029.10	\$ 12,055.00	\$ 360.00	\$ 3,279.65	\$ 17,604.00	\$ 55,327.75
Archives	\$ 2,007.85	\$ 1,566.00	\$ 1,740.00	\$ -	\$ 7,712.29	\$ 13,026.14
Auditor	\$ 356.18	\$ 50.00	\$ 12,732.00	\$ 1,613.00	\$ 5,035.00	\$ 19,786.18
Auditor/Courts/Sheriff	\$ -	\$ -	\$ 81,000.00	\$ -	\$ -	\$ 81,000.00
Board of Elections	\$ -	\$ -	\$ -	\$ 2,700.09	\$ -	\$ 2,700.09
Board of MR & DD	\$ 231.34	\$ 2,290.01	\$ 6,449.16	\$ 1,874.00	\$ -	\$ 10,844.51
Building Department	\$ -	\$ 482.00	\$ -	\$ -	\$ 2,834.92	\$ 3,316.92
Clerk of Courts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commissioners	\$ 5,740.84	\$ -	\$ 1,495.28	\$ -	\$ -	\$ 7,236.12
Commissioners / DoIT	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00
Community Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Courts Common Pleas	\$ 452.00	\$ 3,071.00	\$ -	\$ -	\$ 292.35	\$ 3,815.35
Courts (Juvenile/Probate)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Courts/Sheriff's	\$ -	\$ -	\$ -	\$ -	\$ 22,500.00	\$ 22,500.00
Coroner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Engineer	\$ 3,935.78	\$ -	\$ 2,303.97	\$ -	\$ -	\$ 6,239.75
County Home	\$ -	\$ 167.00	\$ -	\$ -	\$ 195.00	\$ 362.00
Dept of Aging	\$ -	\$ -	\$ -	\$ -	\$ 3,610.00	\$ 3,610.00
Dept of Emergency Services	\$ -	\$ 399.96	\$ -	\$ -	\$ 599.99	\$ 999.95
Dept of Water Resources	\$ 12,629.00	\$ -	\$ 5,563.00	\$ -	\$ 647.00	\$ 18,839.00
Dept of Human Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dog Warden	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS	\$ 9,789.34	\$ 4,690.00	\$ 408.75	\$ 5,739.40	\$ 559.00	\$ 21,186.49
Job & Family Services	\$ -	\$ -	\$ -	\$ 175.47	\$ -	\$ 175.47
Maintenance Department	\$ -	\$ -	\$ -	\$ -	\$ 1,313.75	\$ 1,313.75
Municipal Court	\$ -	\$ 3,150.00	\$ 88.00	\$ -	\$ 26,852.00	\$ 30,090.00
Park District	\$ 13,792.25	\$ 993.00	\$ 598.00	\$ 360.00	\$ 823.00	\$ 16,566.25
Planning Commission	\$ 173.00	\$ 3,255.37	\$ -	\$ -	\$ 12,667.00	\$ 16,095.37
Prosecutor's Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Defender	\$ -	\$ -	\$ -	\$ -	\$ 2,244.00	\$ 2,244.00
Recorder	\$ 627.00	\$ 379.97	\$ -	\$ -	\$ -	\$ 1,006.97
Sheriff's Department	\$ -	\$ 24,301.59	\$ -	\$ 12,647.71	\$ 3,096.10	\$ 40,045.40
Transit Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Treasurer's Office	\$ -	\$ 6,837.73	\$ -	\$ -	\$ 835.00	\$ 7,672.73
Veterans Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Victim Witness Asst. Prog	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total for Equipment Expense</b>	<b>\$ 71,763.68</b>	<b>\$ 63,688.63</b>	<b>\$ 112,738.16</b>	<b>\$ 28,389.32</b>	<b>\$ 154,420.40</b>	<b>\$ 431,000.19</b>

## Department of Information Technology (DoIT)

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Chardon, OH 44024-1293  
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Direct Line: (440) 279-1630

Internet: [www.co.geauga.oh.us/departments/adp/](http://www.co.geauga.oh.us/departments/adp/)

Steve Decatur - Chief Technology Officer	<a href="mailto:sdecatu@co.geauga.oh.us">sdecatu@co.geauga.oh.us</a>	440-279-1888
Reese Elko - System Manager	<a href="mailto:relko@co.geauga.oh.us">relko@co.geauga.oh.us</a>	440-279-1631
Jerry Heil - Programmer	<a href="mailto:gheil@co.geauga.oh.us">gheil@co.geauga.oh.us</a>	440-279-1632
Allen Keener - Lead Operator	<a href="mailto:akeener@co.geauga.oh.us">akeener@co.geauga.oh.us</a>	440-279-1991
Jeffrey Maze - Operator	<a href="mailto:jmaze@co.geauga.oh.us">jmaze@co.geauga.oh.us</a>	440-279-1992
Diana Schadenfroh - Programmer	<a href="mailto:dschadenfroh@co.geauga.oh.us">dschadenfroh@co.geauga.oh.us</a>	440-279-1633
Al Vontorcik - Telephone/Network Technician	<a href="mailto:avontorcik@co.geauga.oh.us">avontorcik@co.geauga.oh.us</a>	440-279-1993
Blythe Wenzel - Operator	<a href="mailto:bwenzel@co.geauga.oh.us">bwenzel@co.geauga.oh.us</a>	440-279-1612

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



### **Tracy A. Jemison, AAS - Geauga County Auditor**

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