

Geauga County

Automatic Data Processing Board

Annual Report 2007



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

Glen Quigley, 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

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: 2007 Annual Report per ORC 307.845

Date: March 2008

I am please to present you with the 2007 Annual Report for the Geauga County Automatic Data Processing Board (ADP Board).

In 2007 we expanded our Metropolitan Area Network (MAN) to the Merritt Rd. campus. The project included installing Fiber Optic cable underground to service all county departments located in that area. The departments included in this project now have increased capacity and services by being on the county network. Those departments that benefited from this expansion are: Dog Warden, County Engineer Highway Garage, Geauga County Transit, Department of Water Resources – Warehouse and Garage, County Home, Geauga County Corner, Department of Aging, and the Youth Center. This expansion not only provided an increase in service and capacity but also a substantial lowering of operating expenses with the termination of services from Time Warner and Windstream for voice and data connectivity to these locations.

Our production environment was also enhanced with the implementation of Hewlett-Packard (HP) system blade architecture. This combined with the migration of the Real Estate Appraisal system and the Safety Center E911/Jail Management systems provides for a higher degree of reliability and redundancy for these production environments. Overall, the Department of I/T implemented eleven new Servers and retired three (3) legacy system.

Also expanded was our network foundation, utilizing aerial and microwave technology – the Safety Center (Computer Aided Dispatch/E911 Environment) has been extended to shared agencies at South Russell Village, Chester Township, Chardon City, Middlefield Village, Bainbridge Township and Burton Village.

Our operations staffing levels remained the same, although we have indeed expanded our support capacity substantially We have implemented automation tools to facilitate our proactive notification of errors and failures as well as tracking our service requests and response time. Our operations staff has not only maintained the ever-evolving environment but kept pace with our server replacement policy, implementing a proactive network security prevention and protection policy via hardware and software systems. Our user community grew by approximately 20% with the addition of Video support for Video Arraignments (from Chardon, Bainbridge and Cuyahoga County) and video surveillance within the court house and County Auditor facilities in the Court House Annex building.

This next year, we will continue the application migration of our financial systems, payroll/HR systems, Permit Tracking and Water/Utility Billing. As 2008 will be the year of the “User Interface” where our web site will evolve and become the portal for citizens and staff in accessing various applications and data.

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

Proudly serving the residents of Geauga County

2007 ADP Financial Report

Revenues

	2006	2007
Refunds	\$ 646	\$ 0
Park Board	0	3,060
City of Chardon	2,400	2,400
Water Resources	11,250	9,000
Chardon Municipal Court	18,000	18,000
Transfers In	338,000 **	801,996
	\$ 370,296	\$ 834,456

** 2006 Revenue revised to include transfers in from other departments

Expenses

	2006	2007
<i>Personnel Expenses:</i>		
Salaries	\$ 224,886	\$ 292,012
Hospitalization	35,645	36,549
Medicare	3,141	4,202
PERS	30,797	40,427
Unemployment	1,986	0
Workers' Compensation	4,731	6,571
	\$ 301,186	\$ 379,761
<i>Non-personnel Expenses:</i>		
Materials and Supplies	\$ 2,911	\$ 6,633
Equipment	45,837	23,488
Contract Services	244,566	195,316
Other	19,227	15,999
	\$ 312,541	\$ 241,435
	\$ 613,727	\$ 621,196
<i>Capital Expenditures (N3):</i>		
Metro Area Network/Fiber	\$ 54,924	\$ 233,967
Voice-over Internet & Phone	111,164	30,981
Community Dev. & Permit Tracking	0	240,486
Other	17,822	179
	\$ 183,910	\$ 505,612
	\$ 797,637	\$ 1,126,808

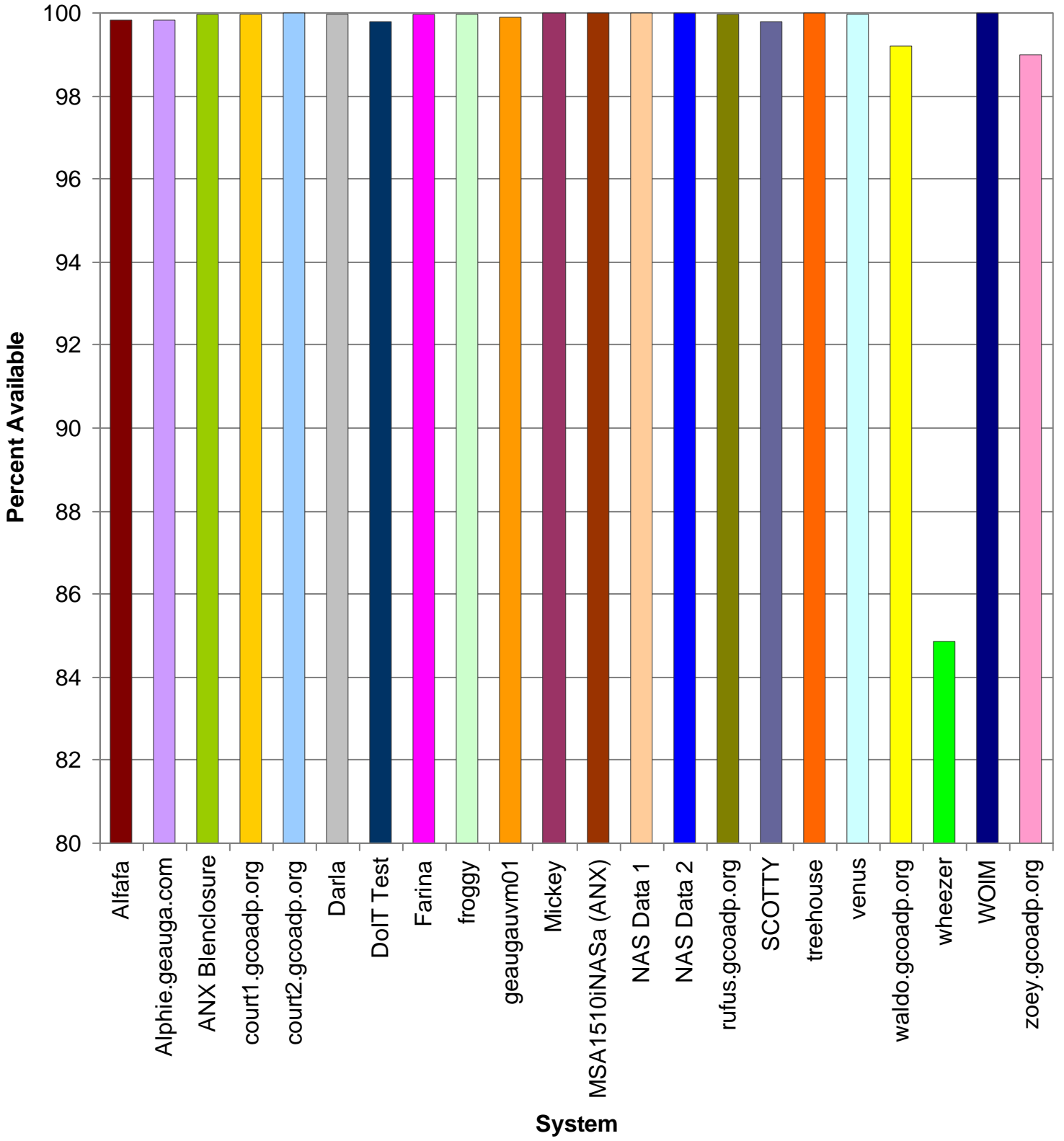
Supported Units

<i>(Servers/PCs/Printers/Phones)</i>	970	1205
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Average Cost for Support

<i>(Servers/PCs/Printers/Phones)</i>	\$ 633	\$ 516
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System Resource Availability



Staff Introductions

Chief Technology Officer : Stephen T. Decatur

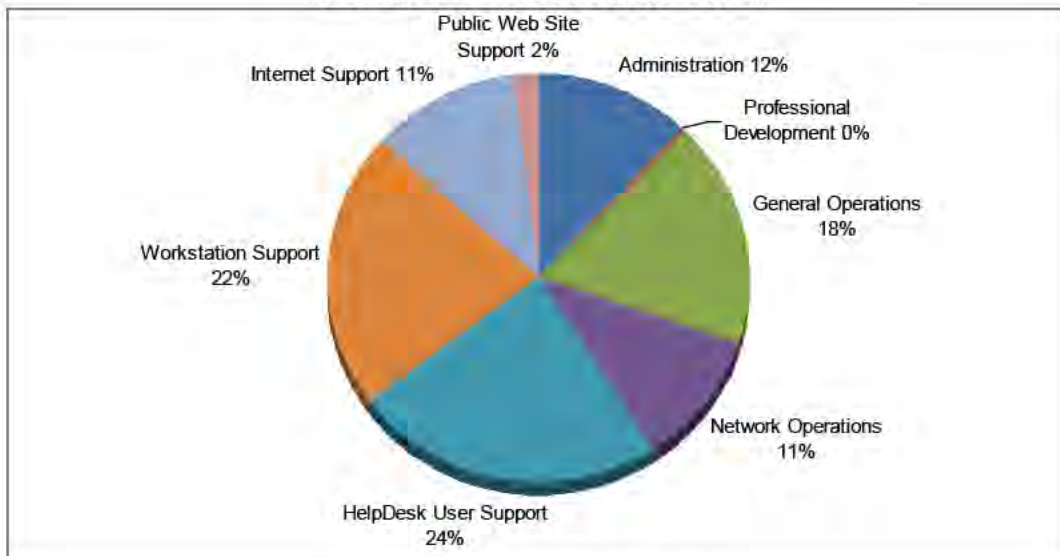
Software Development Team (211 Main Street Opera House)

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**.

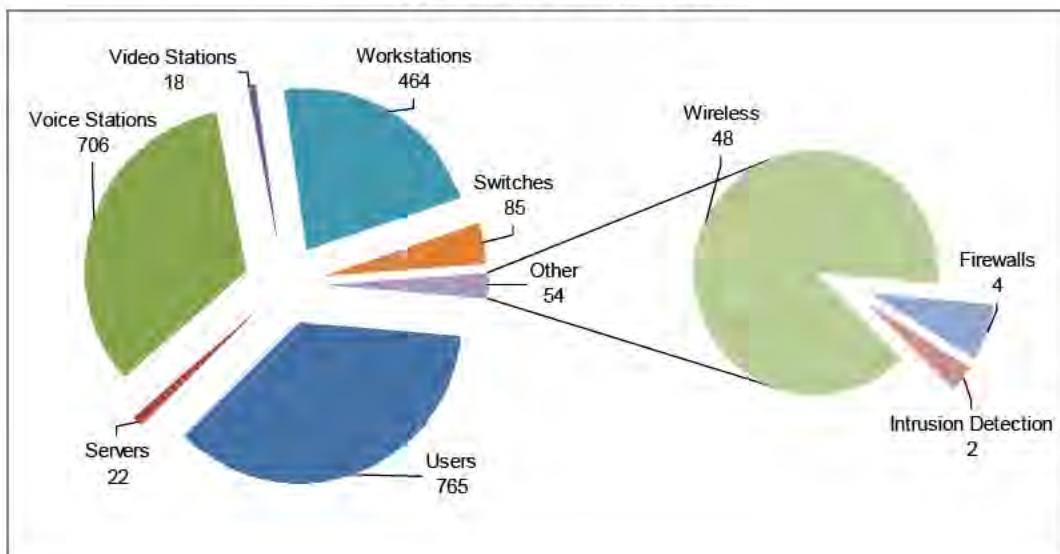
System Support Team (231 Main Street, Courthouse Annex)

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 2007 Workload Distribution



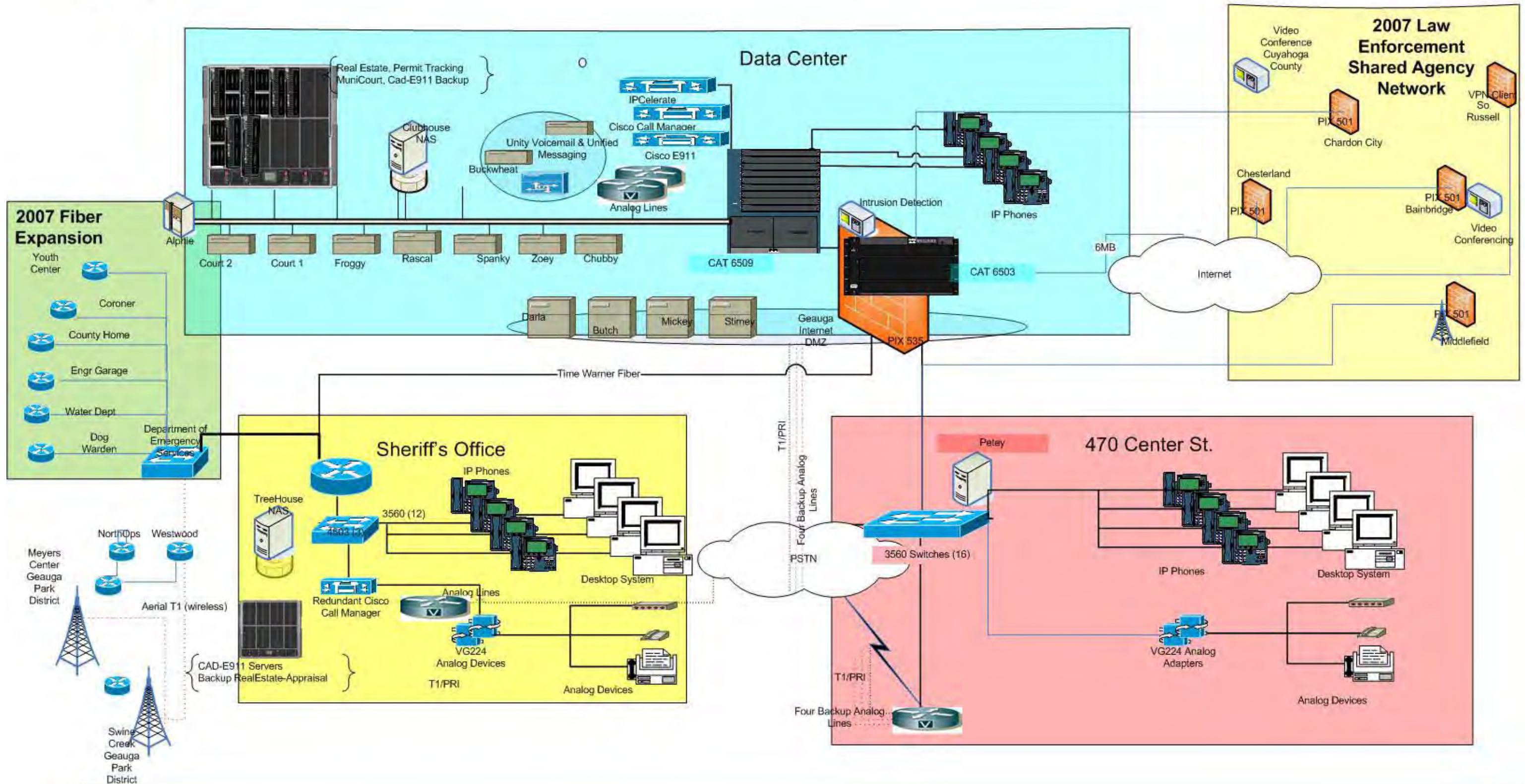
Supported Units By Type

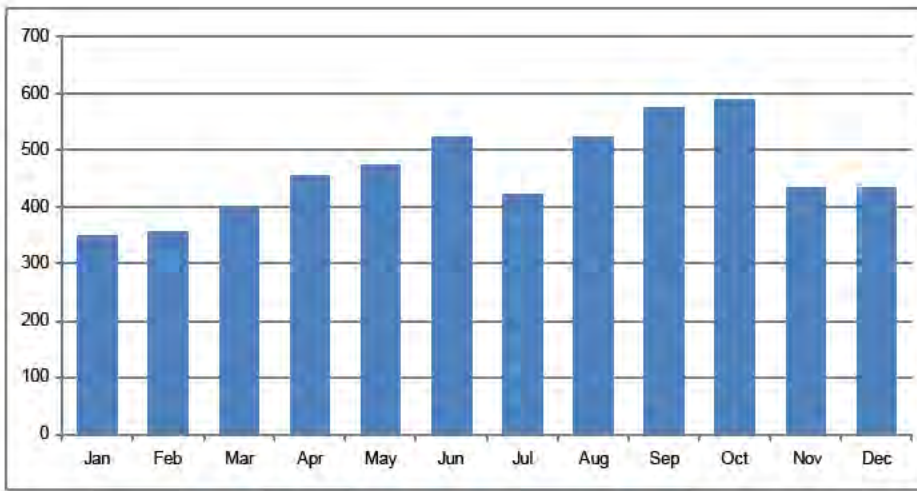


Geauga County Office Network Topology

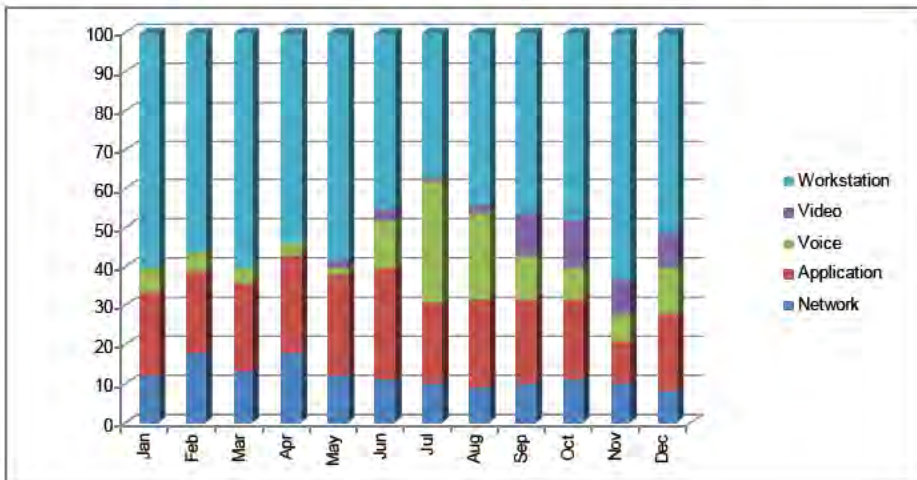


January 1, 2008



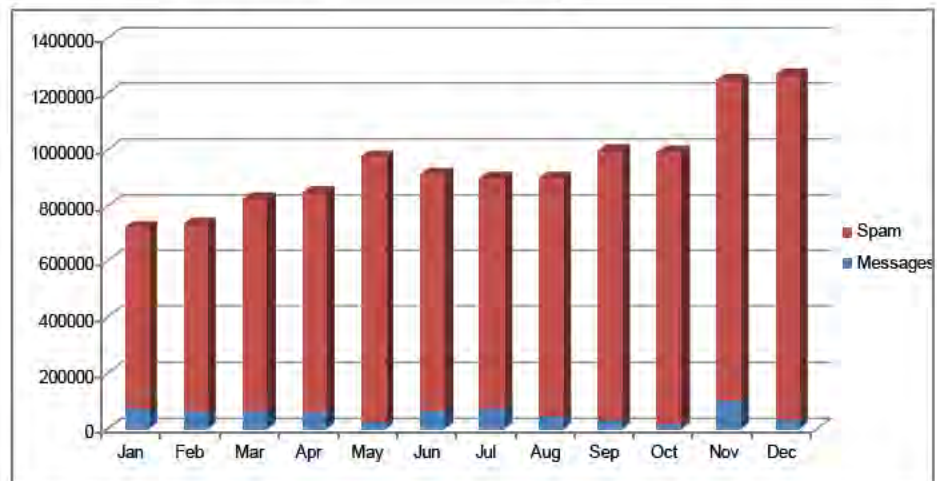


2007 Total Support Calls



2007 Total Support Calls by Type

E-Mail Messages 2007 Total Volume



Gigabit Backbone % Utilization



2007 Operations Highlights

- ✓ Implementation of Fiber Optic Network between facilities on Merritt Road
- ✓ Implementation of Blade Server Architecture
- ✓ Implementation of System Redundancy Plan between Annex Data Center and Safety Center Data Center
- ✓ Fifty-Nine (59) Workstation Upgrades/Replacements
- ✓ Election Support
- ✓ Wireless LAN Implementation throughout three primary facilities (470 Center St. Chardon Sq/Annex/Courthouse and the Safety Center)
- ✓ Migration of Real Estate System from Mainframe to Windows environment
- ✓ IP Telephony extensions to Department on Aging, Engineer Garage
- ✓ IP Camera Surveillance System for Courthouse and Auditor Office Security
- ✓ Implementation of twelve new servers
- ✓ Migration of CAD/911 System to Spillman Technologies Summit Product
- ✓ Secure extension of CAD/911 system to Geauga County Municipality Law Enforcement Network
- ✓ Internet Access @ Geauga County Fair
- ✓ Click Auction
- ✓ Video Arraignment with Chardon Municipal Court and Safety Center
- ✓ Video Arraignment with Cuyahoga County and Safety Center
- ✓ Migration to Data Protector (replacing Veritas) for county backup/data protection software
- ✓ Remote Access converted fully to Virtual Private Networking for vendors and staff access
- ✓ Two Hundred seventy-eight (278) WWW site updates
- ✓ Network merge with Commissioners, Department of Emergency Services, County Engineer networks
- ✓ Implementation of three HUB/Core switch devices (CISCO 4503) at the Safety Center and Department of Emergency Services
- ✓ Automation of Public Defenders Case/Client System
- ✓ Juvenile / Probate WWW pages
- ✓ Prosecutor Office relocation
- ✓ Courthouse Remodeling (Information Technology) Support
- ✓ Migration of MUNICIPAL Court Server to Blade Architecture
- ✓ Upgrade of Municipal Court Database to SQL 2005
- ✓ Migration from Adelphia backbone to Time Warner Backbone

2007 Geauga County Website Development Highlights

Designed the following new pages:

- Building Department - fill able forms and daily inspection log report
- Chardon Municipal Court - "Helpful Links" page and civil/small claims forms. Assisting with creation and maintenance of multiple Crystal Reports.
- Clerk of Courts - Public Records Law page
- GAPP - new informational page

Revised existing web pages for the following departments and offices:

- Archives and Records Center
- Auditor Dog License pages – Support & maintenance
- Auto Title Office
- Board of Elections - web updates, support & attempt at creating acceptable pages for GTV
- Building Department
- CASA
- Chardon Municipal Court
- Chardon Township
- Clerk of Court's Office
- Commissioners' Office
- Court of Common Pleas
- Department on Aging
- Engineer's Office - Road and Bridge Projects
- Frank G. Lavrach Youth Center
- Health District
- Juvenile/Probate Web pages – Modification of Clerk of Courts pages for future use by Juvenile/Probate courts
- Law Library
- Metropolitan Housing Authority
- Planning Commission
- Pleasant Hill County Home
- Recorder's Office
- Sheriff's Office
- Transit
- Treasurer's Office
- Veterans' Service Commission
- Public Defender Case/Client System

2007 Equipment Approvals

	<i>0.01-3.12.07</i>	<i>3.13-5.10.07</i>	<i>5.11-7.20.07</i>	<i>7.21-12.31.07</i>
Department	Amount	Amount	Amount	Amount
ADP - DoIT	\$ 5,020.00	\$ 4,451.82	\$ 3,112.72	\$ 6,410.31
Archives		\$ 169.99		\$ 59.06
Auditor	\$ 156.10	\$ 19,674.30	\$ 5,757.60	\$ 22,353.83
Auditor/Courts/Sheriff/Water Resources		\$ 125,000.00		
Board of Elections	\$ 1,119.00		\$ 2,229.00	\$ 5,446.00
Board of MR & DD		\$ 7,749.91	\$ 199.99	\$ 934.66
Building Department	\$ 348.13	\$ 4,373.16	\$ 5,673.16	
Clerk of Courts				\$ 23,129.40
Commissioners		\$ 12,750.00	\$ 469.00	\$ 1,730.88
Commissioners / DoIT				
Community Development			\$ 876.30	
Courts Common Pleas	\$ 1,926.00	\$ 6,119.52	\$ 11,732.70	\$ 44,100.78
Courts (Juvenile/Probate)			\$ 1,988.00	
Courts/Sheriffs				
Coroner				
County Engineer	\$ 949.70	\$ 13,195.09	\$ 1,538.43	\$ 1,766.64
County Home	\$ 499.90			
Dept of Aging				\$ 17,707.74
Dept of Emergency Services				\$ 7,773.00
Dept of Water Resources	\$ 1,433.19	\$ 772.47		\$ 5,375.00
Dept of Human Services				
Dog Warden				
GIS	\$ 5,114.13		\$ 744.70	\$ 945.00
Job & Family Services		\$ 95,000.00		\$ 3,386.00
Maintenance Department			\$ 6,150.00	
Municipal Court	\$ 1,177.00	\$ 1,714.00	\$ 4,585.20	\$ 3,792.12
Park District	\$ 26,286.39	\$ 1,553.09	\$ 4,063.35	\$ 11,130.50
Planning Commission			\$ 2,131.00	\$ 444.12
Prosecutor's Office				\$ 2,689.58
Public Defender			\$ 81.00	\$ 568.00
Recorder				\$ 2,405.26
Sheriff's Department	\$ 14,442.70	\$ 12,351.96	\$ 16,497.45	\$ 3,127.38
Transit Department				
Treasurer's Office	\$ 184.55	\$ 9,014.00		\$ 225.53
Veterans Service				
Total for Equipment Expense	\$ 58,656.79	\$ 313,889.31	\$ 67,829.60	\$ 165,500.79

2007 Total: \$605,876.49

Department of Information Technology (DoIT)

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Direct Line: (440) 279-1630

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

Steve Decatur - Chief Technology Officer	sdecatu@co.geauga.oh.us	440-279-1888
Reese Elko - System Manager	relko@co.geauga.oh.us	440-279-1631
Gerry 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
Al Vontorcik - Telephone/Network Technician	avontorcik@co.geauga.oh.us	440-279-1993

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



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