

FROM THE DESK OF
Lamar Crosby

Memo

To: Commissioners
From: Lamar Crosby
CC: Rick Gossett
Date: 6/15/00
Re: Computer Network

We have been looking into the possibility of running fiber optic cable between all of the county buildings, from the Courthouse, Administration Complex, Public Works, Prison, Sheriff's Department, Animal Control, and Annex. Comcast Cable has given us a price of \$28,800, which is very reasonable. We have, in turn, been given a price from Infinity Consulting to run a network over these fiber optic cables using the server in the Administration Complex to link all of the County Departments together. A network will allow all of the computers in the various departments to communicate with each other. The benefits to networking are manifold, and we have prepared a brief outline of some of those benefits.

The overall cost of this network will be approximately \$69,822.91. We have \$35,000 in computer services that were budgeted for and, as yet, unused in the 99/00 Budget; \$23,000 was budgeted by the Planning Department for a new server, which will be unnecessary with the new network configuration, and \$12,000 was budgeted for an annual fee to SAGIS, which will be unused because SAGIS did not have their system up and running for this Fiscal Year. The remaining \$34,822.91 can be allocated from Public Buildings as the physical cabling involved directly affects the buildings.

We feel that the budgeted funds mentioned above will be put to better use by networking all of the Departments because it will give more benefit to the County as a whole, rather than one Department. The GIS system will continue to function effectively with the new configuration and their speed and throughput will not be significantly improved over their current configuration. This approach will, however, allow their maps to be accessed and used much more effectively by all departments.

Attached please find the above-mentioned report on the immediate and tangible benefits, as well as a cost breakdown of the network.

Overall Network	Cost	Qty	Total
Fiber installation	28800.00	1	28,800.00
Server Upgrade-processor	289.00	1	289.00
memory	129.00	2	258.00
Hard Drive	879.00	3	2,637.00
rack (PW)	210.02	1	210.02
Cabling (annex)	30.91	50	1,545.50
Cabling (PW)	25.00	8	200.00
Cabling-general	395.95	5	1,979.75
Network cards	115.64	5	578.20
Software*	19578.62	1	19,578.62
Misc	2649.28	1	2,649.28
Labor	95.00	50	4,750.00
Contingencies	6347.54	1	6,347.54
TOTAL			69,822.91

99/00 Budget

224-510 Planning Dept Server	23,000.00
224-346 Planning Dept. unused SAGIS fee	12,000.00
Public Buildings (Cabling)	35,699.02
TOTAL	70,699.02

* The software costs consist of an upgrade of the existing network software for the server, additional workstation licenses, additional backup software licenses, and additional virus protection licenses plus the labor to configure and install.

Networking of the County Departments

Email – the most obvious benefit is the ability to communicate effectively. The ability to send and receive email easily to all other county personnel would cut down dramatically on telephone calls to and from departments, the “telephone tag” problem, and memos being sent (and often not received for at least a day or two). The distribution of multiple memos would also be much more efficient.

Schedules – hand-in-hand with the email function is the ability to access and keep calendars for meetings and so forth. This would greatly facilitate the ability to schedule group meetings between employees of several different departments and even analyze the availability of the social hall and other facilities.

Task lists – The department heads, Mr. Crosby and Mr. Gossett would have the ability to directly assign tasks to personnel and track the progress of each assignment.

Contact lists – A group contact list, available to everyone, would act as a giant rolodex for the county. This would make it much easier to contact people without having to call one or more fellow employees to try to track down a phone number.

Accounting functions – Many departments could make their own entries and automatically update the central accounting software, eliminating a great deal of redundant data entry by Finance personnel.

Budget Process – Interconnectivity between the departments will help to facilitate information gathering and scheduling for the budget process. Also, all Department Heads could have the ability to view their own General Ledger accounts from their desktop, which should help them in their planning and purchasing processes.

GIS Data – The data from the GIS department (i.e. up-to-date maps in a variety of coverage formats) would be readily available to all departments, making their planning tasks much easier.

Tax Assessor/Commissioner Data – Data from the Tax offices would also be available to other departments. Information such as assessed values, taxes paid etc. would be readily available.

Courthouse Records – Data from the courthouse, such as deeds recorded and so forth, would also be available to others.

Building and Zoning – The Building and Zoning software from ADG would link directly into the server at the Administrative complex. There are many benefits to this arrangement: the receipts would be automatically posted to the appropriate G/L accounts without unnecessary reentry by the Finance Department; information on business licenses, building permits, and plan submissions with up-to-date status will be accessible to Administration, and the software from ADG for Business Licensing and Building Permits will be \$3,000 less if they are linked directly into Administration’s network because they will be able to use that database rather than purchase their own.

Public Works – The solid waste database will be available to anyone who needs to access it. Communication between Administration and the Public Works Department, and the Public Works Department and the Right-of-Way Coordinators' office will be facilitated. Finally, a "help desk" software package will allow us to access and track all calls, complaints etc. that are received by this, and any other, department.

Internet Access - All departments will be able to access the Internet. This will allow them to reap many benefits including e-mail to people outside of the organization, searching for, and downloading information, looking up relevant legislation in the Official Code of Georgia Annotated (O.C.G.A.), access to the County Web Page (when this becomes active), and many other uses.

Inter-Departmental Intranets – the connectivity *within* each department will be very beneficial as well as the connectivity *between* departments. For instance, the Recreation Department will be able to easily access participants' records to verify information (i.e. birth certificates), game schedules, and field availability etc. from any desk in the office. The Public Works Department will be able to access a complaint log from any desk so that they will have up-to-date information readily available at all times. The ability to leave e-mail and assign tasks will be as much of a benefit in this application as it will be between departments.

Connectivity is a crucial element to any business functioning in today's world. We need to have information more readily available if we are to perform productively and efficiently. It is wasteful of valuable personnel time to re-enter data, track down files, phone numbers and other information,

Memo

To: Commissioners
From: Lamar Crosby
CC: Rick Gossett; Jackie Davis
Date: 6/15/00
Re: Software for One Stop Shop

During the process of establishing the One Stop Shop for Building and Zoning, it has come to our attention that the computer software that they use is very outdated and inefficient. In order to increase the productivity in this department, most especially now that they have the added burden of the One Stop Shop procedures, as well as tracking the Subdivision plans as they are sent out for review by the Engineering firms and other departments (i.e. Fire Services, Public Works), we feel that they need to replace the software they are currently using.

We have been in contact with ADG, the same firm who installed and maintains all of our Accounting software, and they have software modules that will very capably handle all of the functions that we need. As an added bonus, this software can be linked directly to the Accounting modules so that the Finance Department will be able to update revenue figures into the proper line items without doing unnecessary and inefficient rework. Jackie, Faith and Marti did a great deal of research and have seen demonstrations of several different software packages before determining that the ADG software will be the best one for the job.

The cost of this software is \$14,470 including installation and training (this price will be approximately \$3,000 higher if we do not proceed with the networking of all the County buildings). Although this is an unfunded expenditure, Tonya and I feel that the necessary money can be moved from several different line items to cover the expense. Building and Zoning has an additional \$2,270.80 in autos and trucks that can be moved, and the remaining \$12,199.20 can be moved from Jail Construction (14-535), which has a balance of \$15,631.97 that will not be needed.

We would like to proceed with this project as soon as possible in order to facilitate the transition to One Stop Shop. Rather than implementing one set of procedures and then changing those procedures once the software is in place, it makes more sense to try to implement all of it at one time.

ADG Software

Occupational Tax/Business Licensing	6,000.00	1	6,000.00
Building Permits	6,000.00	1	6,000.00
Fixed Assets	6,000.00	1	6,000.00
Discount	-5,000.00	1	-5,000.00
Subtotal			13,000.00

Installation, Setup & data conversion	100.00	20	2,000.00
Training	100.00	20	2,000.00
Custom Modifications	100.00	20	2,000.00
Subtotal*			6,000.00

Progress 4GL			
Client Networking	150.00	5	750.00
Query/RESULTS Report Writing	620.00	1	620.00
Workgroups Server	270.00	5	1,350.00
Subtotal			2,720.00

TOTAL 21,720.00

Building & Zoning Software 14,470.00
Fixed Assets Software 7,250.00

FY 99/00 BUDGET

14-535 Jail Construction (\$15,000 available)	12,199.20
24-515 B&Z Autos & Trucks	2,270.80
Public Buildings (Fixed Assets)	7,250.00
TOTAL	21,720.00

* These items are billed hourly. This is an estimate of what will be needed, however we will not be charged for time not used.