

**Board of County Commissioners
Leon County, Florida**

**Workshop
on
MIS Technology Update**

**11:30 am - 1:00 pm
Tuesday, April 12, 2005**

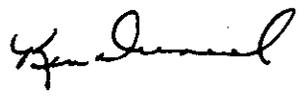
**Leon County Courthouse
Commission Chambers
5th Floor**

Board of County Commissioners
Workshop Item

Date of Meeting: April 12, 2005

Date Submitted: April 6, 2005

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator 
Kim Dressel, Management Services Group Director 

Subject: Leon County BCC MIS Technology Update

Statement of Issue:

This workshop is to inform and update the Board of County Commissioners on IT (information technology) and how it continues to be implemented by Leon County BCC's MIS.

Background:

At the E-Government Workshop of December 2000, Board members expressed an interest in receiving regular updates about the technology and information management activities of Management Information Services. The last update workshop was held February 10, 2004.

Analysis:

The workshop will report the status about major MIS projects: infrastructure, desktop, phones, and applications such as the Justice Information System, the Web Site improvements, the Jail Rewiring Project, the Work Order Management Project, the GIS and PETS programs. A review of internet use in the workplace and the current County's policy will also be addressed. Staff will be seeking Board guidance about compliance with the policy (Attachment 1). The MIS FY 04/05 Work Plan is attached (Attachment 2) as a review of the CIPs managed by MIS. Additional material will be presented in a slide show.

Options:

1. Accept the update report.
2. Provide Board direction to staff.

Recommendation:

Option #1

Attachments:

1. Policy No. 01-1 E-mail/Internet Use
2. MIS FY 03/04 Work Plan Status

PA/kd/pc

10.03.1

Board of County Commissioners
Leon County, Florida

Policy No. 01-1

Title: E-Mail/Internet Use
Date Adopted: January 9, 2001
Effective Date: January 9, 2001
Reference: N/A
Policy Superseded: N/A

- A. This policy is designed to protect the County, its employees and its resources from the risks associated with use of e-mail and Internet. Therefore, e-mail and Internet are to be used to facilitate County business and only highly-limited, reasonable personal use is permitted. Employees are permitted to briefly visit other non-sensitive Internet sites during non-work time, such as break, lunch, and before or after work hours (with prior permission of his or her supervisor). The County's e-mail or Internet access systems may NEVER be used in any of the following ways:
1. To harass, intimidate, or threaten another person.
 2. To access or distribute obscene, abusive, libelous, or defamatory material.
 3. To distribute copyrighted materials that are not authorized for reproduction/distribution.
 4. To impersonate another user or mislead a recipient about your identity.
 5. To access another person's e-mail, if not specifically authorized to do so.
 6. To bypass the systems' security mechanisms.
 7. To distribute chain letters.
 8. To participate in political or religious debate.
 9. To automatically forward messages (e.g., with mailbox rules) to Internet e-mails addresses.
 10. To communicate the County's official position on any matter, unless specifically authorized to make such statements on behalf of the County.
 11. For any purpose which is illegal, against County policy, or contrary to the County's best interests.
 12. To pursue an individual's business interests that are unrelated to the County.
 13. To conduct any type of personal solicitation.
- B. The County has not forbidden all personal use of e-mail. Acceptable uses of e-mail can be compared to those involving the telephone: the communication must be brief, must not interfere with work, must not subject the County to any additional costs, and must be consistent with the requirements set forth in this Internet and E-mail policy.
- C. No guarantee can be made for privacy of any communication on the network; however, authorized system administrators may access private correspondence and files if use, is believed to be in violation of this policy.

Policy Title: E-Mail/Internet Use

10.03.

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Effective: January 9, 2001

- D. Adherence to this policy is neither voluntary nor optional. Violation of this policy is grounds for disciplinary action up to, and including, termination of employment.

MIS WORK PLAN FY04/05

PROJECT	ACCOUNT NUMBER	CARRY FORWARD	BUDGET 04/05	TOTALS	4/5/2005	COMMENTS
APPLICATIONS						
IS Data Warehouse	305-076012-56400-519	\$2,170.00	\$312,000.00	\$314,170.00	\$86,398.00	JIS Warehouse Enhancements
ail Management System	308-076043-56400-523	\$29,818.00	\$187,200.00	\$217,018.00	\$69,055.00	Jail Management System Enhancements
ublic Works Work Order Management	306-076042-56400-519	\$45,800.00	\$20,000.00	\$65,800.00	\$5,529.00	Pavement Management
ublic Works Work Order Management	305-076042-56400-519	\$19,850.00	\$80,000.00	\$99,850.00	\$77,000.00	Operations, Fleet, Mosquito Control
lectronic Document Management System	306-076006-56400-541	\$11,339.00	\$44,000.00	\$55,339.00	\$55,339.00	Public Works Operations, Landfill
lectronic Document Management System	305-076006-56400-519	\$34,844.00	\$31,000.00	\$65,844.00	\$36,606.00	Veterans, HR, LCGEM
Jgrade DRA Software/Hardware to SIRSI	305-076028-56400-571	\$19,048.00		\$19,048.00	\$1,811.00	Finalizing Library System Conversion
inicorn Product & IBM AIX	318-076048-56400-519	\$125,000.00		\$125,000.00	\$125,000.00	Initial Phase to be deployed in Qtr 4
INFRASTRUCTURE						
ourthouse Data Wiring	305-076003-56400-519	\$43,633.00	\$90,000.00	\$133,633.00	\$107,203.98	Enhanced data wiring needs in progress
igital Phone System	305-076004-56400-519	\$300,000.00	\$110,000.00	\$410,000.00	\$10,000.00	Avaya Solution to be implemented in Qtrs 3 and 4
heriff-Jail Upgrade	308-076021-56400-523	\$2,014,624.00		\$2,014,624.00	\$91,735.62	To be completed by 6/05, balance of funds for security
isaster Recovery	305-076053-56400-519		\$30,000.00	\$30,000.00	\$30,000.00	Disaster Recovery Project to be completed in Qtr 4
VIS Security	305-076059-56400-519		\$20,000.00	\$20,000.00	\$20,000.00	To be completed in Qtr 3
etwork Backbone Upgrade	305-076018-56400-519	\$152,000.00	\$25,000.00	\$177,000.00	\$37,713.32	Jail Network Infrastructure - to be completed Qtr 3
USER DEFINED						
ublic Works GIS	306-076037-56400-541	\$15,679.00		\$15,679.00	\$15,679.00	ESRI/Hansen Interface
lections Voter System	305-076005-56400-519		\$75,000.00	\$75,000.00	\$55,363.60	In progress
echnology in the Chambers	305-076022-56400-519	\$40,538.00		\$40,538.00	\$11,102.21	Upgrades in progress
echnology in the Courtrooms	318-076023-56400-519	\$78,043.00	\$90,000.00	\$168,043.00	\$161,929.80	Sound Systems & Technology in 3A in progress
Growth Management Technology	305-076055-56400-519		\$26,500.00	\$26,500.00	\$14,503.00	In progress
GEM Mobile Vehicle Office Technology	120-076038-56400-524	\$23,970.00		\$23,970.00	\$23,970.00	Research underway
Facilities Technology	305-076056-56400-519		\$62,500.00	\$62,500.00	\$62,500.00	Conversion to Hansen to be implemented in Qtrs 3 & 4
WEB						
Internet Related Projects	305-076010-56400-519	\$32,116.00	\$50,000.00	\$82,116.00	\$67,617.00	In progress
Web Learning	305-076035-56400-519	\$40,929.00		\$40,929.00	\$40,929.00	Research for a solution underway
DESKTOP						
User Computer Upgrades	305-076024-56400-519	\$48,238.00	\$191,570.00	\$239,808.00	\$20,385.20	Project on target
File Server Upgrade	305-076008-56400-519		\$100,000.00	\$100,000.00	\$64.32	Completed
GIS						
GIS/PETS	305-076009-56400-539	\$117,605.00	\$319,000.00	\$436,605.00	\$170,836.15	GIS and Pets on target
Incremental Base Map Update	305-076060-56400-539		\$235,000.00	\$235,000.00	\$168,172.58	Project on target
TOTALS		\$3,155,244.00	\$7,098,770.00	\$5,294,014.00	\$1,586,442.78	