M E M O R A N D U M

TO: Board of Supervisors

FROM: Walter T. Banks, IT Director

DATE: July 2nd, 2014

RE: Broad of Supervisors Information Technology Committee Report

The Board of Supervisors Information Technology Committee met on Wednesday, July 2nd, 2014 at 8:15 A.M.., in the First Floor Conference Room, County Administration Building 107 North Kent Street, Winchester, Virginia. Present were Walter Banks, IT Director; Kris Tierney, Assistant County Administrator; Lorin Sutton, County Representative; Matt Armstrong, Press, Andrew Farrar, GIS Analyst, and Alisa Scott, Administrative Assistant.   Absent. were Gary Lofton, Patrick Fly, GIS Manager; Brian Madagan, Jay Tibbs; Lorin Sutton, and Todd Robertson.

The committee submits the following:

Items Requiring Board Action

1. **Approval of the SunGard OSSI Software Implementation Project for Sheriff's Office and Public Safety in the amount of $397,420.**

The proposed quote provides the Sheriff's Deputies and Emergency Communications Personnel with the ability to securely work remotely while in the field and upon a motion by Mr. Lofton, seconded by Mr. DeHaven the Committee unanimously recommended this item be forwarded to the Board of Supervisors for approval. **(See Attachment.)**

Items NOT Requiring Board Action

1   Walter Banks gave updates in reference to the Phone Implementation Project that was ahead of schedule.   Question arose regarding the difference between the phones and the network as important components.   Network implementation being prior to phone implementation.

2   Walter Banks provided a Memo from Patrick Fly that provided the latest May update from Broadband Consultant Sandie Terry with CIT.   Information was shared about the results of the data collected in partnership with CIT that completed Phase 1, Data Collection.   Broadband Project is now moving into phase 2 which builds the business case for improvement.   There was a discussion about the vertical assets being publically and privately owned.

3   Mr. Banks discussed the SunGard OSSI Software Implementation Project and Sheriff Williamson supported the need for Deputies and Public Safety Communications to have better access to communications while out in the field.   Discussion amongst the group supported the project.

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6.   The Technology Committee retired into closed session, pursuant to Virginia Code Section 2.2-3711(A)(1), for discussion of personnel matters.

Respectfully Submitted,

Broad of Supervisors Information Technology Committee Report

Gary A. Lofton, Chairman
Charles Dehaven Jr.

By: _____
Walter T. Banks IT Director

WTB

Attachments

BOS Tech Committee
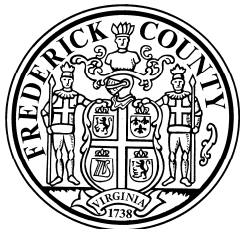
A G E N D A

Date: **Wednesday**

June 5, 2013

Time: 8:15 am

Purple Conference Room

What's New?

- ◄ Update on Phone Implementation Project

- ◄ Update on Broadband Improvement Project

- ◄ Information on SunGard OSSI Software Implementation Project for Public Safety and Sheriff's Office

  - Action Required: Recommendation to move forward in the amount of $397,420 for approval at the next Board of Supervisors Meeting

COUNTY OF FREDERICK

Information Technologies
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M E M O

To: BOS IT Committee
From: Patrick Fly, GIS Manager
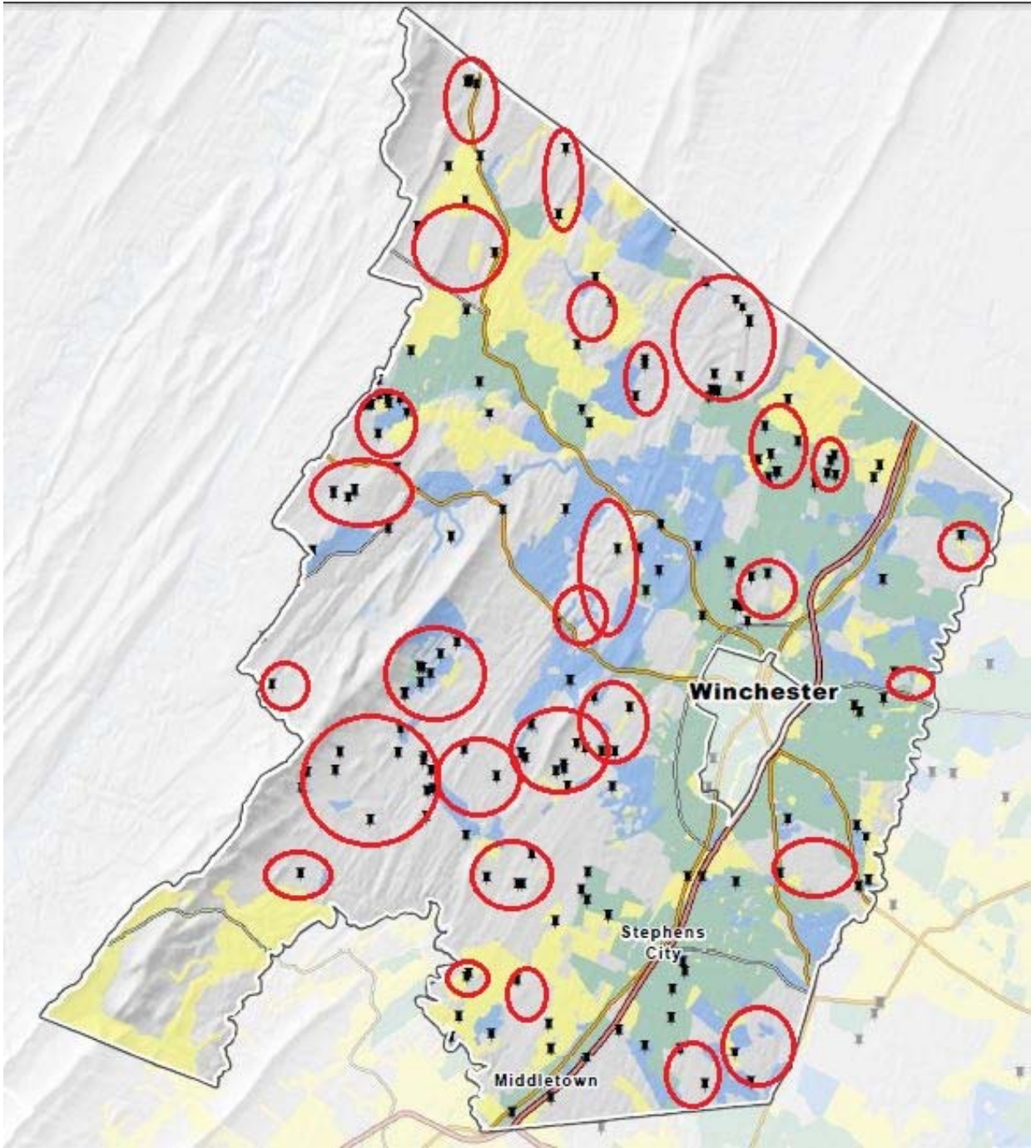**Subject:** Broadband Project Update
Date: June 4, 2013

The Frederick County Broadband Management team met on May 30th for the presentation of the needs analysis findings by our consultant, CIT. Sandie Terry, Broadband Program Manager with CIT, explained that the County had received 2237 survey responses from the community and that this was an extremely good response. That has enabled them to generate statistically significant samples for all of Frederick County and Winchester.

Some other finds presented at the May 30th meeting include:
- 1/3 of the citizens reported that cost is a barrier to getting internet, especially in the rural areas where the average cost is over $50 per month.
- Comcast is the largest internet provider with about 50% of the market mainly in the more urban areas, followed by Verizon Wireless with less than 12% of the market.
- Frederick County has significant gaps in its broadband coverage, see attached map provided by CIT
- Of the 177 vertical assets located in the County, 29% are publicly owned.
- Frederick County has two major back haul providers that are in the County. They are using 3 separate routes out of the County.

CIT has now started phase II of the Broadband project, which is to build a business case. In phase II CIT will be looking at local government and education telecommunications expenses along with the citizens and internet service providers to see where we can all benefit.

On June 27th, we will be hosting a public meeting in the board room, in which CIT will go over the needs analysis findings with the public and to give the public a chance to comment. We would encourage you to join us at that meeting to hear what the public has to say. As their feedback at that time will be critical to the success of this project moving forward. If you have any questions or concerns please let me know.

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May 2013 Phone Implementation Project Status

Current Network and Telephony System Assessment	4/8/13	5/16/13	Completed
Dial Plan Assessment	4/8/13	5/16/13	As a result of current interviews with all departments this action is completed
Devices naming conventions	4/8/13	5/16/13	Completed
VLAN and IP address scheme	4/8/13	5/16/13	Completed
Scalability and redundancy assessment	4/8/13	5/16/13	Completed
Document the recommendations if any	4/8/13	5/16/13	Completed
Gather user information including extension number, desk number, building name or number, floor etc	4/8/13	5/24/13	in-progress
Develop, deliver and discuss micro level design document for Infrastructure	4/8/13	5/20/13	In-progress
Acceptance of Design Document	4/8/13	5/23/13	Future Activity
System Configuration & Testing at DSI Office	5/20/13	5/24/13	Future Activity
Hardware Verification and	5/8/13	5/8/13	Completed

Inventory			
Verify Received equipment against BOM	5/8/13	5/8/13	Completed
Take Inventory and Put Asset Tag	5/24/13	5/24/13	Awaiting receipt of Asset Tags
Hardware Inventory and Assembly	5/17/13	5/17/13	Completed (Except for Phones)
Unpack all the Hardware, check for any hardware damages	5/17/13	5/17/13	Completed(Except for Phones)
Assemble system components	5/17/13	5/17/13	Completed
Power on all the Devices and make sure it works	5/17/13	5/17/13	Completed(Except for Phones)
LAN Infrastructure Installation and Configuration	5/28/13	6/4/13	Future Activity
Configure System Management	5/28/13	6/4/13	Future Activity
Configure Security Settings	5/28/13	6/4/13	Future Activity
Configure LAN Switching Settings	5/28/13	6/4/13	Future Activity
Apply best practice configuration	5/28/13	6/4/13	Future Activity
Configuring all the IDF switches	5/28/13	6/4/13	Future Activity
UC Application Installation and Configuration	6/10/13	6/14/13	Future Activity
Unified Communications Installation and Configuration	6/10/13	6/14/13	Future Activity
Cisco Unified Communications Managers Cluster	6/10/13	6/14/13	Future Activity
CUCM Application	6/10/13	6/14/13	Future Activity

Installation			
Install Latest Patches for Communications Managers	6/10/13	6/14/13	Future Activity
CallManager Initial Configuration	6/10/13	6/14/13	Future Activity
Dial Plan & Features Configuration	6/10/13	6/14/13	Future Activity
Verify & Test Configuration	6/10/13	6/14/13	Future Activity
Cisco Unity Connection, Presence, CER, AC Cluster	6/10/13	6/14/13	Future Activity
Unity Connection, , Presence, CER, AC Application Installation	6/10/13	6/14/13	Future Activity