April 11, 2002                                    Agenda: April 23, 2002

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

## Internet and Intranet Projects for FY 2001-02

Dear Members of the Board:

On January 29, 2002, your Board directed that the Information Services Department return in April 2002 with status on ISD's Internet and Intranet projects for 2001-02.

The Department has been working on a number of projects that are designed to deliver information and services to the public over the County's website, and to County employees over the County's intranet. The table that follows summarizes the projects that are being addressed during 2001-02. Projects that have been added since the beginning of the fiscal year have been incorporated into this list and identified as such.

| Internet Project | Project Description | Estimated Date Available |
|---|---|---|
| Assessor's Database on the Web | General property information would be available; current value and specific property characteristics would remain confidential. Access by APN. | 8/3/01 **Reschedule to 4th Quarter** (making changes from application review) |
| Establish a Countywide e-commerce strategy & policy | ISD is evaluating various options for providing e-commerce opportunities for the public to pay for County services over the Internet. | 4th Quarter |
| E-Commerce application for Assessor | Provide an application *so* that the Assessor's commercial products can be purchased over the Web | 4th Quarter |

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| Internet Project | Project Description | Estimated Date Available |
|---|---|---|
| GIS Information on the Web | A carryover project from 2000-01 to provide GIs-based information by parcel. Access by APN, with current values and specific building characteristics to remain confidential | **Complete** |
| Website for Domestic Violence Commission | Will provide information about services available, with contacts and reporting resources | **Complete** |
| Web-based employment application form | Two stage project. Interim solution is application form that can be submitted electronically, followed by a full service system with the capability to accept, distribute, file, and report on all applications received from all sources | First Stage: **Complete**<br><br>Second Stage, **Complete** |
| Access to Superior Court Case Information | This project would provide the public access to case party index with links to case summary information | **Complete** |
| Auditor County Budget | **Added** - This project would provide the public access to the County Budget for 2001-2002 | **Complete** |
| Auditor Vendor Invoice History | **Added** -This project would provide vendor access to invoice history | 3$^{rd}$ Quarter<br>**Reschedule to 4$^{th}$ Quarter** (customer review in process) |
| Property tax information | The project has been expanded so that all types of property tax information can be accessed over the County's website. A goal is to provide an application that allows payment of property taxes on-line | Tax information, **Complete**<br><br>Payment on line, 4$^{th}$ Quarter |

The County Intranet is designed to provide information and services to county employees in a web-based environment. **The official rollout was completed in December 2001,** and included the following features:

> Personnel information, including salary schedule, classification descriptions, policies and procedures, MOU's, with links to CalPERS, Credit Union, the County's Deferred Compensation Program websites, and to the Personnel website for current job listings
>
> Parcel-based property information by APN
>
> Live Audio, Audio archive, and link to Board of Supervisor agendas and minutes
>
> Work order request for General Services

**GIS** presentation of parcel-based property information.

In addition, the following Intranet projects are scheduled for development in 2001-02:

| Intranet Project | Project Description | Estimated Date Available |
|---|---|---|
| County Forms Project | Provide employees access to all County transaction forms electronically, with the ability to complete the form electronically if appropriate or print the form if manual submission is required | Evaluating Forms Development Tools **Reschedule to 4$^{th}$ Quarter** |
| Auditor-Controller Report Distribution | Project will identify a method for directing mainframe reports, such as payroll summary reports, from paper printers to user departments for review and printing as required. Solution will be evaluated for applicability to all batch reporting. | 4$^{th}$ Quarter |
| Web-based timecard system | Implement a pilot project to determine viability of providing web-based timecard processing, which would include an employee completing the timecard, supervisor review and authorization, and developing an interface to the County's payroll system. Evaluate time distribution component. | 3$^{rd}$ Quarter **Reschedule to 4$^{th}$ Quarter** (project review in process) |
| Clerk Recorder Index | Provide Clerk Recorder's Index on the Intranet for user departments. (This data has been deployed on the Internet site) | **Complete** |

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| Intranet Project | Project Description | Estimated Date Available |
|---|---|---|
| Environmental Health Imaging Project | This project would make documents being scanned into EH's imaging application (FORTIS), available to user departments, such as Planning. Once operational, it will use this same technology to share documents among department's with imaging applications | 2$^{nd}$ Quarter<br>**Reschedule to 4$^{th}$ Quarter** (incorporating changes from application review) |
| Employee Payroll and Benefit Portal | This project would provide secure access (using personal identification number - PIN) to payroll, pay stub, and employee benefits | Payroll & Paystubs **4$^{th}$ Quarter**<br>Benefits Not Scheduled |
| Probation Risk Assessment System | **Added** – This project allows web browser based reporting for Juvenile Risk Assessment information. | **Complete** |

Continuous progress is being made on providing the public better access to County information and services over the Internet. New opportunities continue to be discovered as the department builds expertise in web-based applications for County departments for the Intranet. Departments have already identified and requested additional projects for development during FY 2002-2003. ISD is maintaining a strong focus on the development of Internet and Intranet capabilities because the technology being utilized for these projects will also be applicable to many future business applications. It is therefore RECOMMENDED that your Board accept and file this report on Internet and Intranet projects for 2001-02, and direct ISD to return with an update on the status of these projects during the 2002-2003 budget discussions.

Sincerely,

Kenneth D. Wedderburn
Director of Information Services

Recommended:

SUSAN A. MAURIELLO
County Administrative Officer

cc: Each Department Head

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