

# INTERLOCAL AGREEMENT



**Between  
Baldwin County Commission  
And City of Bay Minette**

In order to assure that the City of Bay Minette Personal Computers are networked and maintained efficiently, the Baldwin County Commission and the City Council of Bay Minette agree as follows:

## **1. SERVICES PROVIDED**

The Baldwin County Communications & Information Systems Department (CIS) will network and maintain the City's Personal Computers as set forth below.

### **Services will Include:**

Setting up the City of Bay Minette on the County Network, in the same manner as a County Department.

Providing required internal cabling.

Connecting desktop PC's to County provided network equipment ( i.e. Ethernet hubs or switches)

Setting up user ids, user directories, and departmental directories on the County server.

Administering access security as directed by City contact person.

Providing Installation, Technician, Programmer, and Repair services as required.

### **City Responsibilities:**

Identify a contact person that is authorized to request services and make decisions as relates to user setups & security.

Furnish adequate space in City Facilities with adequate power and climate control in which to place County network equipment.

Provide assistance to CIS as relates to installing cabling in City facilities, specifically with help in identifying cable placement/routing.

City, by signing of this agreement, acknowledges that the County may monitor electronic communications for purposes as outlined in the County Electronic Communication Policy, which is attached as Exhibit 2. City agrees to abide by the guidelines for appropriate use as outlined in the Policy. City agrees to take appropriate action if any illegal or inappropriate use is discovered. Failure by City to remedy such a situation could result in immediate termination of this agreement by the County.

**County Responsibilities:**

Provide trained staffing, test equipment, and network equipment necessary to fulfill obligations set forth in this agreement.

**Limitations:**

County will install & maintain the network as outlined above. County will at the request of the City provide troubleshooting & repair services on City PCs, but this will be on a time & material basis as set forth in the rate schedule. Other computer and network services that are not part of this agreement can also be provided on a time & material basis if the City so desires.

County will network City PCs where outside plant infrastructure exists between County and City facilities. This will be at rates set forth in the rate schedule. If City desires other facilities networked that do not have outside plant infrastructure in place, County will work with City to determine best method and cost of providing service to those facilities. This will be handled on a case by case basis.

**2. PAYMENT FOR SERVICES**

For the services in Section 1 the City will pay the County based on the same rate schedule setup for County Departments. Current rate schedule and definition of rates is attached as Exhibit 1. Payments will be due 30 days after the beginning date of this agreement and every month thereafter.

**3. TERM OF AGREEMENT**

The services described in this agreement shall begin June 20, 2000. This agreement will be renewable on a year to year basis.

Six months before the ending date the County will contact the City to discuss whether both parties want to renew the agreement.

#### 4. TERMINATION OF AGREEMENT

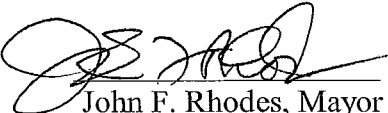
Either party may terminate this agreement by 60 days written notice.

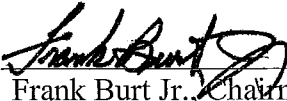
#### 5. LIABILITY

The County will be responsible for any gross negligence by its employees performing under this agreement.

The City will be responsible for any misuse by its employees of services provided under this agreement.

AGREED THIS 20th DAY OF June, 2000

  
John F. Rhodes, Mayor  
City of Bay Minette

  
Frank Burt Jr., Chairman  
Baldwin County Commission

**Exhibit 1**

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*Baldwin County Commission*  
*Communications & Information Systems*  
Rate Schedule For Computer Networking Services

**Recurring Charges:**

Server Data Hosting Charge (Per Dept/Office w/ 1 GB ).....	\$ 200.00/month
Each Additional 1 GB of Storage.....	\$ 50.00/month
Network Device Charge (Per each Network Device Connected).....	\$ 36.00/month
Network User Charge (Per each User enrolled on network).....	\$ 6.00/month
E-mail Charge (Per each User/E-mail account enrolled).....	\$ 6.00/month

**Other Charges:**

Network Device Installation Charge.....	\$ 50.00/each
Technician & Operations Billable Hours.....	\$ 35.00/hour
Programmer & Analyst Billable Hours.....	\$ 50.00/hour

# Exhibit 1

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## Further Definitions/Explanation:

*Server Data Hosting Charge* - would cover setting up directory structure, setting up user groups & administering rights, storage of data on a Raid-5 protected system, system will be on UPS & generator, daily backups of data. This would be charged per each logically administered Agency/Office/Department (i.e. If a City wanted its data setup as one organization and all users administered as such only one charge would apply. However if a City wanted its data setup as multiple organizations {Admin, Fire, Police, Utilities} and administered completely separate then a charge would apply for each organization). This charge includes 1 gigabyte of data storage space. Additional storage would be charged per the stated rate per gigabyte. This charge can also include up to 100 Mb of that storage to be located on an HTTP server for Web Hosting purposes.

*Network Device Charge* - is charged for each network device (PC, network printer, etc.) That is connected and managed on the network. This charge includes all of the network infrastructure (switches, routers, wiring, patch panels, etc) required to connect the device to the network. It does not include the Network Interface Card in the device. This charge includes Internet access for the device, if desired. It includes WAN charges for all locations that the County has interconnected. Any new locations that customer wants to interconnect would have to be looked at on a case by case basis to determine costs of installing/maintaining WAN link.

*Network User Charge* - is charged for each User that customer wants to enroll on network. Customer can decide to use generic multi-use Userids if desired, but this would limit their ability to administer rights/security.

*E-mail Charge* - is charged for each User or E-mail Account that customer wants to setup to receive intranet/internet E-mail.

*Network Device Installation Charge* - includes wiring to desktop, setting TCP/IP settings on Network Device, enrolling Network Device in network.

Billable Hourly Rates - are for any services that customer requests that are not covered by the monthly charges ( i.e. Installing operating system on PC, installing Office Suite App on PC, etc). These will be on a time & material basis. Customer will be notified and approve any services before charges are incurred.

## **EXHIBIT 2**

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### **BALDWIN COUNTY ELECTRONIC COMMUNICATION POLICY**

#### **1. Purpose**

To remain competitive, better serve our customers, and give our talented work force the best tools to do their jobs, THE BALDWIN COUNTY COMMISSION continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including computers, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, and the World Wide Web.

THE BALDWIN COUNTY COMMISSION encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the county are county property and their purpose is to facilitate and support county business.

This policy cannot lay down rules to cover every possible situation. Instead, it is designed to express THE BALDWIN COUNTY COMMISSION's philosophy and set forth general principles employees should apply when using electronic media and services.

The following procedures apply to all electronic media and services that are:

- Accessed on or from county premises;
- Accessed using county computer equipment or via county-paid access methods; or
- Used in a manner that identifies the individual with the county.

#### **2. Prohibited Communications**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene; Defamatory or threatening; or
- Engaged in for any purpose that is illegal or contrary to THE BALDWIN COUNTY COMMISSION's policy or business interests.

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### 3. Personal Use

Electronic media and services are provided by THE BALDWIN COUNTY COMMISSION primarily for employees' business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non business purposes is understandable and acceptable. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

THE BALDWIN COUNTY COMMISSION makes a portion of its internal intranet system available for employees to post internal personal announcements to other county employees. All such internal electronic personal announcements must be posted in the appropriate area on this system. Bulletin board cannot be used for sale items.

### 4. Access to Baldwin County Communications

Electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voice mail, telephones, Internet and bulletin board system access, and similar electronic media generally is not monitored by the county. We respect our employees' desire to work without big brother looking over their shoulder. However, the following conditions should be noted:

THE BALDWIN COUNTY COMMISSION does not routinely access or monitor employee communications directly. However, individual use patterns--for example, telephone numbers dialed, sites accessed, call length, and time at which calls are made--are monitored for the following purposes:

- Cost analysis;
- Resource allocation;
- Optimum technical management of information resources; and
- Detecting patterns of use that indicate employees are violating THE BALDWIN COUNTY COMMISSION policies or engaging in illegal activity.

THE BALDWIN COUNTY COMMISSION reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other BALDWIN COUNTY COMMISSION policies.

Employees should not assume electronic communications are totally private. Accordingly, if they have sensitive information to transmit, they should use other means.

### 5. Security/Appropriate Use

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by county management, employees are prohibited from engaging in, or attempting to engage in:

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- Monitoring or intercepting the files or electronic communications of other employees or third parties;
- Hacking or obtaining access to systems or accounts they are not authorized to use;
- Using other people's log-ins or passwords; and
- Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

### **6. Encryption**

Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a county computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

### **7. Participation in On-line Forums**

Employees should remember that any messages or information sent on THE BALDWIN COUNTY COMMISSION-provided facilities to one or more individuals via an electronic network--for example, Internet mailing lists, bulletin boards, and on-line services--are statements identifiable and attributable to THE BALDWIN COUNTY COMMISSION.

THE BALDWIN COUNTY COMMISSION recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

Employees should include the following disclaimer in all of their postings to public forums:

*"The views, opinion, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by THE BALDWIN COUNTY COMMISSION."*



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Employees should note that even with a disclaimer a connection with THE BALDWIN COUNTY COMMISSION exists and a statement could be imputed legally to THE BALDWIN COUNTY COMMISSION. Therefore, employees should not rely on disclaimers as a way of insulating THE BALDWIN COUNTY COMMISSION from the comments and opinions they contribute to forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while use THE BALDWIN COUNTY COMMISSION's systems or a BALDWIN COUNTY COMMISSION-provided account. Communications must not reveal information about THE BALDWIN COUNTY COMMISSION processes, techniques, trade secrets, or confidential information and must not otherwise violate this or other BALDWIN COUNTY COMMISSION policies.

### **8. Policy Violations**

Employees who abuse the privilege of county-facilitated access to electronic media or services are subject to corrective action and risk having the privilege removed for themselves and possibly other employees.

## **E-MAIL USE GUIDELINES**

E-mail is a useful way for you to exchange ideas, share files, and keep in touch with your business colleagues. Proper use of e-mail can help increase your productivity and effectiveness. Follow the guidelines below to obtain the most out of your e-mail use:

Pick the right medium for your message. E-mail is great for sharing facts, distributing documents, giving project updates, and getting answers to specific questions. E-mail is never a good medium for resolving disputes or tackling issues that require dialogue between a number of parties. Don't participate in debates via e-mail. Pick up the telephone or meet with the other party!

Send a clear message. Poorly written e-mail can confuse recipients, create ill-will, and have damaging ripple effects when misleading or incomplete information is forwarded beyond the original recipient. Keep e-mail messages short and concise. Choose your words carefully to avoid being misunderstood. Include meaningful information in the e-mail subject line so that the recipient recognizes the context of your message. Never use profanity or harsh language and be sensitive to sounding too terse or sending unintended signals. Keep your supervisor in the loop. E-mail provides employees with the ability to communicate quickly and flexibly with almost anyone in the county. However, you should not send e-mail to your supervisor's superiors without your supervisor's knowledge and consent.

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Don't hog system resources. As a general rule, if a message does not require a specific action or response, you should delete it after it is read. If the message needs to be saved for more than a couple of weeks, it should be archived to a local hard disk or diskette or printed out and saved in an appropriate file. Please review your messages weekly and delete those that are not needed.

Be security conscious. Your password helps prevent unauthorized individuals from accessing your account. Never give out your password! While THE BALDWIN COUNTY COMMISSION has taken steps to prevent unauthorized access to its system, you should not assume that any messages sent, stored, or received on the e-mail system are private. While THE BALDWIN COUNTY COMMISSION endeavors to maintain a reliable and secure e-mail system, your e-mail could be disclosed in the course of regular system maintenance or administration or because of human or system error. Moreover, e-mail messages, like memos and other business documents, are the property of THE BALDWIN COUNTY COMMISSION. THE BALDWIN COUNTY COMMISSION can access or review your e-mail if a business reason to do so exists.

Use e-mail for business only. E-mail is provided to you as a business tool. It's okay if you send or receive an occasional personal e-mail. However, you should keep personal e-mail use to a minimum and always delete personal messages after you have read them. Do not assume that any e-mail you send or receive is private. Also be aware that employees who send e-mail that is discriminatory, harassing, defamatory, obscene, or is engaged in for an illegal purpose or otherwise violates THE BALDWIN COUNTY COMMISSION's policy, are subject to discipline, up to and including termination.