

SUPPORT SERVICES COMMITTEE MEETING
INFORMATION TECHNOLOGY AGENDA
September 21, 2020

COMMITTEE MEMBERS: Supervisors Magowan, Leggett, Wild, Bruno, Driscoll, Hogan and Shepler

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Transfer of funds from reserve for computers.

Civil Service	\$1,000
Public Health	\$6,102

Rationale: Anticipated replacement of computers
 2. none
- IV. Discussion Items: Review 2021 Budget
- V. Referrals/Pending Items: None.
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments: 1. Resolution Request Form No. 20 – Misc. Reserve Fund
2. 2021 Budget

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Information Technology

DATE: September 21, 2020

(a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**

(b) Details:

Civil Service	A.1420 220.1	\$1,000
Public Health	A.4018 220.1	\$2,124
Public Health	A.4018 0030 220.1	\$753
Public Health	A.4054 0060 220.1	\$3,225

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.895.00 Computer Reserve Fund**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

A.895	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025					
Computer Reserve Fund																
County Servers	13,990.00	8,000.00			37,613.37											
County SANS device	24,275.55				5,000.00	44,450.40										
County Microsoft Licenses	40,764.74	4,445.00			4,000.00		91,182.00									
County PC's	16,375.23	14,893.40	40,194.64	3,600.00	17,419.66	40,970.19										
County Network	9,010.66			4,000.00	4,581.43	4,106.22										
County Firewall					3,136.36											
County Email Archive				7,000.00												
County Anti-Virus				5,000.00	3,283.33	3,283.33										
County-Backup					2,120.00											
HSB Network																
Clerk-Records Archive Server				7,000.00												
Clerk-Plotter (T520)																3,000.00
Clerk-Plotter (510)																3,000.00
Clerk-Scanner																9,000.00
Clerk-Film Reader																10,000.00
Clerk-Passport Camera					1,600.00											1,600.00
Sheriff Servers					1,248.66											
Sheriff Backup Software				4,001.00		3,940.00										
Sheriff SANS							40,000.00									
Sheriff Microsoft Licenses		3,900.00	2,905.23	10,000.00	5,100.00	17,060.00										
Sheriff PC's			1,757.00	600.00	3,786.45											48,000.00
Sheriff Network						5,000.00										2,500.00
Sheriff Firewall																
Sheriff Car PC's(30)		18,800.00	16,428.48	10,000.00	4,500.00											
Sheriff Car Scanner/Printer(30)			1,896.60	5,000.00												
Sheriff JACE	10,544.00															
Public Health Toughbooks(30)	15,964.00	22,860.00		41,000.00												
Social Services PC's	18,368.10		15,971.18			30,000.00										
Social Services Print Server																
DPW PC's					30,000.00											
DPW Scanner/Plotter																
Planning/Real Property Plotter		6,000.00		4,100.00		3,500.00										
BOE Server	5,728.99															
E&T Switch																1,000.00
Consulting Fee's					875.00											
Telecommunications				3,000.00												
Security System	500.86				5,493.26	5,284.64										
Time Clocks					13,500.00											
Public Wifi					1,558.01	353.58										
Returned to Reserve																
Total:	155,522.13	67,241.76	79,153.13	102,594.49	173,926.97	204,679.96	191,500.00	147,500.00	134,500.00	359,500.00	177,100.00					
Annual Reserve Contribution:	154,000.00															
Reserve Begining Balance:	28,563.04	30,145.91	107,904.15	173,751.02	225,156.53	205,229.56	154,549.60	117,049.60	123,549.60	143,049.60	-62,450.40					
Annual Reserve Funding:	157,105.00	145,000.00	145,000.00	154,000.00	154,000.00	154,000.00	154,000.00	154,000.00	154,000.00	154,000.00	154,000.00					
Expenses:	155,522.13	67,241.76	79,153.13	102,594.49	173,926.97	204,679.96	191,500.00	147,500.00	134,500.00	359,500.00	177,100.00					
Reserve Balance:	30,145.91	107,904.15	173,751.02	225,156.53	205,229.56	154,549.60	117,049.60	123,549.60	143,049.60	-62,450.40	-85,550.40					
error	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					

As each year starts, enter actual Reserve fund beginning balance and funding.
Beginning Balance should equal calculated balance from prior year.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2021 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Information Technology

BUDGET ACCOUNT CODE: A.1680

OBJECT CODES	2019 EXPENDITURES	2020 ADOPTED	2020 AMENDED	2021 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$530,311.21	\$573,321.00	\$573,321.00	\$573,321.00
200's EQUIPMENT	\$123,286.47	\$0.00	\$108,917.00	\$0.00
400's CONTRACTUAL	\$52,628.53	\$62,075.00	\$77,585.00	\$107,175.00
800's EMPLOYEE BENEFITS	\$217,638.66	\$239,980.00	\$239,980.00	\$253,356.00
TOTALS	\$923,864.87	\$875,376.00	\$999,803.00	\$933,852.00

2019 REVENUES	2020 ADOPTED REVENUES	2020 AMENDED REVENUES	2021 DEPARTMENT REQUESTS
\$85,890.32	\$95,000.00	\$95,000.00	\$95,000.00

SIGNED:

DEPARTMENT HEAD

TITLE:

DATE:

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2021 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Telecommunications
 BUDGET ACCOUNT CODE: A.1681

OBJECT CODES	2019 EXPENDITURES	2020 ADOPTED	2020 AMENDED	2021 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$65,069.49	\$68,231.00	\$68,231.00	\$68,231.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$40,000.64	\$40,700.00	\$40,700.00	\$40,700.00
800's EMPLOYEE BENEFITS	\$35,714.26	\$37,853.00	\$37,853.00	\$38,448.00
TOTALS	\$140,784.39	\$146,784.00	\$146,784.00	\$147,379.00

2019 REVENUES	2020 ADOPTED REVENUES	2020 AMENDED REVENUES	2021 DEPARTMENT REQUESTS
\$45,077.86	\$50,000.00	\$50,000.00	\$50,000.00

SIGNED: _____
 DEPARTMENT HEAD

TITLE: _____

DATE: _____

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
REVENUE						
Department 1680 - Information Technology						
Intergovernmental Charges						
2228	Information Tech. Fees	85,890.32	95,000.00	95,000.00	49,997.80	95,000.00
	<i>Intergovernmental Charges Totals</i>	<i>\$85,890.32</i>	<i>\$95,000.00</i>	<i>\$95,000.00</i>	<i>\$49,997.80</i>	<i>\$95,000.00</i>
	Department 1680 - Information Technology Totals	\$85,890.32	\$95,000.00	\$95,000.00	\$49,997.80	\$95,000.00

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
	REVENUE					
	Department 1681 - Telecommunications					
	Intergovernmental Charges					
2227	Telecommunications	45,077.86	50,000.00	50,000.00	27,925.07	50,000.00
	<i>Intergovernmental Charges Totals</i>	<i>\$45,077.86</i>	<i>\$50,000.00</i>	<i>\$50,000.00</i>	<i>\$27,925.07</i>	<i>\$50,000.00</i>
	Department 1681 - Telecommunications Totals	\$45,077.86	\$50,000.00	\$50,000.00	\$27,925.07	\$50,000.00
	REVENUE TOTALS	\$130,968.18	\$145,000.00	\$145,000.00	\$77,922.87	\$145,000.00

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
EXPENSE						
Department 1680 - Information Technology						
Personal Services						
110	Salaries - Regular	525,902.97	569,321.00	569,321.00	356,920.98	569,321.00
120	Salaries - Overtime	4,408.24	4,000.00	4,000.00	4,383.51	4,000.00
<i>Personal Services Totals</i>		\$530,311.21	\$573,321.00	\$573,321.00	\$361,304.49	\$573,321.00
Equipment						
210	Furniture/Furnishings	1,261.88	.00	.00	.00	.00
220	Office Equipment	3,425.66	.00	2,340.00	658.33	.00
220.1	Office Equipment - Reserve	118,598.93	.00	106,577.00	106,426.96	.00
<i>Equipment Totals</i>		\$123,286.47	\$0.00	\$108,917.00	\$107,085.29	\$0.00
Contractual Expense						
410	Supplies	4,643.29	4,000.00	3,940.00	1,294.15	4,000.00
422	Repair/Maint-Equipment	16,055.67	22,000.00	19,720.00	13,280.70	21,000.00
423	Telephone	1,907.79	1,600.00	1,600.00	1,074.98	2,000.00
424	Postage	10.21	25.00	25.00	.00	25.00
426	Subscriptions	.00	12,000.00	12,000.00	11,936.25	52,000.00
427	Memberships & Dues	50.00	50.00	50.00	50.00	50.00
428	Data Processing & Internet Fees	17,687.83	20,000.00	20,000.00	14,308.90	20,000.00
444	Travel/Education/Conference	373.74	2,400.00	2,400.00	369.48	1,500.00
470	Contract	11,900.00	.00	17,850.00	17,850.00	6,600.00
<i>Contractual Expense Totals</i>		\$52,628.53	\$62,075.00	\$77,585.00	\$60,164.46	\$107,175.00
Comments						
Account	Level	Comment				
470	Departmental Request	Annual Website Maintenance, Catalog & Commerce				
Employee Benefits						
810	Retirement	64,932.71	72,980.00	72,980.00	50,812.32	80,896.00
830	Social Security	30,916.28	35,548.00	35,548.00	20,982.58	35,548.00
831	Medicare Contribution	7,230.44	8,313.00	8,313.00	4,907.22	8,313.00
860	Hospitalization	99,130.66	106,962.00	106,962.00	73,624.62	113,730.00
865	Dental Insurance	1,656.72	1,800.00	1,800.00	1,215.28	1,800.00
<i>Employee Benefits Totals</i>		\$203,866.81	\$225,603.00	\$225,603.00	\$151,542.02	\$240,287.00

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1680 - Information Technology					
	Other Benefits					
840	Workmen's Compensation	2,643.39	2,815.00	2,815.00	2,814.39	2,269.00
861	Retirees Hospitalization	11,128.46	11,562.00	11,562.00	6,744.50	10,800.00
	<i>Other Benefits Totals</i>	\$13,771.85	\$14,377.00	\$14,377.00	\$9,558.89	\$13,069.00
Department 1680 - Information Technology Totals		\$923,864.87	\$875,376.00	\$999,803.00	\$689,655.15	\$933,852.00

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
EXPENSE						
Department 1681 - Telecommunications						
<i>Personal Services</i>						
110	Salaries - Regular	64,765.80	67,781.00	67,781.00	42,494.07	67,781.00
120	Salaries - Overtime	303.69	450.00	450.00	222.40	450.00
	<i>Personal Services Totals</i>	<u>\$65,069.49</u>	<u>\$68,231.00</u>	<u>\$68,231.00</u>	<u>\$42,716.47</u>	<u>\$68,231.00</u>
<i>Contractual Expense</i>						
410	Supplies	1,096.44	500.00	500.00	370.04	500.00
422	Repair/Maint-Equipment	.00	1,000.00	1,000.00	.00	1,000.00
423	Telephone	38,904.20	39,000.00	39,000.00	28,801.70	39,000.00
444	Travel/Education/Conference	.00	200.00	200.00	.00	200.00
	<i>Contractual Expense Totals</i>	<u>\$40,000.64</u>	<u>\$40,700.00</u>	<u>\$40,700.00</u>	<u>\$29,171.74</u>	<u>\$40,700.00</u>
<i>Employee Benefits</i>						
810	Retirement	9,723.67	10,849.00	10,849.00	7,068.82	11,229.00
830	Social Security	3,703.65	4,230.00	4,230.00	2,430.42	4,230.00
831	Medicare Contribution	866.18	990.00	990.00	568.41	990.00
860	Hospitalization	21,132.68	21,496.00	21,496.00	14,055.26	21,711.00
865	Dental Insurance	288.08	288.00	288.00	188.36	288.00
	<i>Employee Benefits Totals</i>	<u>\$35,714.26</u>	<u>\$37,853.00</u>	<u>\$37,853.00</u>	<u>\$24,311.27</u>	<u>\$38,448.00</u>
Department 1681 - Telecommunications Totals						
		<u>\$140,784.39</u>	<u>\$146,784.00</u>	<u>\$146,784.00</u>	<u>\$96,199.48</u>	<u>\$147,379.00</u>
	EXPENSE TOTALS	<u>\$1,064,649.26</u>	<u>\$1,022,160.00</u>	<u>\$1,146,587.00</u>	<u>\$785,854.63</u>	<u>\$1,081,231.00</u>
Fund A - General Totals						
	REVENUE TOTALS	<u>\$130,968.18</u>	<u>\$145,000.00</u>	<u>\$145,000.00</u>	<u>\$77,922.87</u>	<u>\$145,000.00</u>
	EXPENSE TOTALS	<u>\$1,064,649.26</u>	<u>\$1,022,160.00</u>	<u>\$1,146,587.00</u>	<u>\$785,854.63</u>	<u>\$1,081,231.00</u>
	Fund A - General Totals	<u>(\$933,681.08)</u>	<u>(\$877,160.00)</u>	<u>(\$1,001,587.00)</u>	<u>(\$707,931.76)</u>	<u>(\$936,231.00)</u>
	Net Grand Totals	<u>\$130,968.18</u>	<u>\$145,000.00</u>	<u>\$145,000.00</u>	<u>\$77,922.87</u>	<u>\$145,000.00</u>
	REVENUE GRAND TOTALS	<u>\$1,064,649.26</u>	<u>\$1,022,160.00</u>	<u>\$1,146,587.00</u>	<u>\$785,854.63</u>	<u>\$1,081,231.00</u>
	EXPENSE GRAND TOTALS	<u>(\$933,681.08)</u>	<u>(\$877,160.00)</u>	<u>(\$1,001,587.00)</u>	<u>(\$707,931.76)</u>	<u>(\$936,231.00)</u>
	Net Grand Totals	<u>(\$933,681.08)</u>	<u>(\$877,160.00)</u>	<u>(\$1,001,587.00)</u>	<u>(\$707,931.76)</u>	<u>(\$936,231.00)</u>

2021 Salary Schedule (Position Budgeting)
Information Technology

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13335	Boutin, Darrell	Computer Help Desk Tech I#3	\$47,608.00	Full Time	Out of UnitFT	6/10/2019
	N/A / \$22.89	N/A / \$22.89				
13098	Brownell, Tosha	Computer Help Desk Tech. I #1	\$48,798.00	Full Time	Out of UnitFT	8/14/2017
	N/A / \$23.46	N/A / \$23.46				
9646	Colvin, Michael	Director Information Technology	\$93,269.00	Full Time	Appointed F/T	4/13/1998
	N/A / \$51.25	N/A / \$51.25				
11034	Hosford, Robert	Computer Help Desk Technician II	\$60,223.00	Full Time	Out of UnitFT	9/18/2006
	N/A / \$28.95	N/A / \$28.95				
13097	LaLuna, Christopher	Programmer II	\$61,607.00	Full Time	Out of UnitFT	8/7/2017
	N/A / \$29.62	N/A / \$29.62				
10979	Mahar, William	Network Coordinator	\$68,679.00	Full Time	Out of UnitFT	8/22/2005
	N/A / \$33.02	N/A / \$33.02				
10932	Osgood, John	Computer Help Desk Tech II #2	\$62,029.00	Full Time	Out of UnitFT	6/20/2005
	N/A / \$29.82	N/A / \$29.82				
10857	Scime, Jeremy	Sr. Computer Sys Analyst/Program	\$78,310.00	Full Time	Out of UnitFT	11/18/2004
	N/A / \$37.65	N/A / \$37.65				
13048	Smith, Albert	Computer Help Desk Tech I #2	\$48,798.00	Full Time	Out of UnitFT	7/31/2017
	N/A / \$23.46	N/A / \$23.46				
		Information Tech Overtime	\$4,000.00			
	N/A / \$0.00	N/A / \$0.00				
		10	\$573,321.00			

2021 Salary Schedule (Position Budgeting)
Telecommunication

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
8075	McLaughlin, Scott	Telecommunications Analyst	\$67,781.00	Full Time	Out of UnitFT	6/6/1990
	N/A / \$32.59	N/A / \$32.59				
		Telecomm Overtime	\$450.00			
	N/A / \$0.00	N/A / \$0.00				
		2	\$68,231.00			

2021 Budget notes

Increase Telephone by \$400

Previous formula put majority of phone cost on Court system. They left last year so additional cost were distributed among all departments.

Increase Subscriptions by \$40,000

Purchase Varonis Software: Scan file servers for risk, behavior analysis, log collection and summaries.

NYS Shield Act requires reasonable protections to be in place to detect and respond.

<https://www.nysenate.gov/legislation/bills/2019/s5575>

Recent SSN scam highlighted our limitations if there was an issue.

Increase Contract by \$6,600

Expected increase for website maintenance.

Decrease Repair by \$1,000

Decrease Travel/Education by \$900

Foresee limited travel into next year

Future Costs

Microsoft Licensing