

Information Technology
Support Services Committee Meeting
January 25, 2016

Information Submitted by: Michael Colvin

Action Agenda/New Business

Request Resolution: Transfer \$8000 from Computer Reserve Fund to A 1680.220.1 for backup hardware and software.

Rationale: Current backup requires constant purchase of tapes and is not compatible with server upgrades. New system is compatible with server upgrades, offers more features and cheaper to maintain. This was an anticipated cost and included in the Computer Reserve Fund.

Request Resolution: Transfer \$8,000 from A.1680.110 Salaries to A.1680.444 Travel/Education/Conference and transfer \$9,000 from A.1680.110 Salaries to A.1680.422 Repair/Maint-Equipment.

Rationale: After the budget cycle was completed, we were notified by the vendor that provides our programming interface that they were going out of business. A new vendor will have an initial cost of \$17,000 for an interface and on-site training. The resignation of one programmer has left a position open and has not yet been filled. This open position gives us the opportunity to absorb the unexpected cost and not ask for any increase in our budget.

Request Resolution: Request authorization to attend NYSLGITDA conference in Saratoga Springs May 17-20, 2016 at a cost of \$100.

Rationale: Annual spring directors conference and was included in the budget.

Request Resolution: Request authorization for Jeremy Scime to attend the AlphaSoftware conference in Burlington, MA for a cost of \$695.

Rationale: Conference is with new programming interface vendor. Dates have not yet been announced; however, early registration gives a 50% discount. Additional cost for travel/lodging are not included and exact cost have not yet been determined, however these cost will not exceed what was budgeted for travel/conference.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Support Services Committee hereby authorizes Michael Colvin
(Supervisory Committee) (Employee Name)

to attend NYSLGITDA Conference
(Name of meeting or organization)

at Saratoga Springs (Address)

on May 17-20, 2016 Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA * Rate \$ _____
 - Meal costs - GSA * per diem rate \$ _____
- *www.gsa.gov

Date: _____

Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to County Administrator if credit card will be used.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Information Technology

SIGNED: Michael Colvin

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.895.00	Computer Reserve Fund	A.1680.220.1	Office Equipment Reserve	\$8,000
A1680.110	Salaries	A1680.444	Travel/Education/Conference	\$8,000
A1680.110	Salaries	A1680.422	Repair/Maint-Equipment	\$9,000

Please state reason for transfers requested: Departmental needs that arose after 2016 budget process was completed.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- [8J] Out-Of State (needs Board resolution)

The Support Services Committee hereby authorizes Jeremy Scrim
(Supervisory Committee) (Employee Name)

to attend Alpha DevCon 2016 Conference
(Name of meeting or organization)

at Burlington,
MA (Address)

on TBA. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ _____ GSA * Rate \$ _____
 Meal costs - GSA *per diem rate \$ _____
*www.gsa.gov

Date: _____

Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, If required.
5. Copy to County Administrator if credit card will be used.