

Information Technology
Support Services Committee Meeting
September 26, 2017
Information Submitted by: Michael Colvin

Action Agenda/New Business

Request Resolution:

Correct resolution 158 of 2017 to reflect lodging cost.

Rationale:

Previous amount was based on prior year's conference. This year's conference is longer and the rate higher. Money in budget to cover additional cost.

Request Resolution:

Transfer \$19,540 from A.1680.110 to A.1680.130

Rationale:

A part time position was used to supplement staffing until full time employees were hired. Part time salaries are paid out of a different code than regular salaries and was not part of the original budget.

Request Resolution:

Transfer \$3,000 from A.1680.110 to A.1680.120

Rationale:

Original budget did not include salaries for Sheriff IT positions since moved to the IT department. Position that was unfilled for seven months from the IT department has left extra funding to cover Sheriff IT expenses without transferring from Sheriff to IT, but left overtime code short.

Budget Review

- After extensive review and hiring experiences this past year, I requested salary increase for all but two IT positions.
- Reviewing phone system maintenance found that benefits did not meet cost. A resolution will update computer reserve fund wording to include phone system so we can save maintenance cost but have funds available for repairs. Had been paying \$18K per year for maintenance. Will put \$9K per year into reserve fund, reduce overall cost \$9,500 per year.
- Decrease of \$2K due to purchasing multi-year renewals
- Increase in 1680.444 for staff training
- Decrease in 1681.423. Type of connection changed to one that is faster and cheaper. Expense covered in 1680.428 now, but 1680.428 does not increase.
- OT for 1680 shows increase due to moving Sheriff position's to County IT, shifting from one budget to another.

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2018 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Information Technology
BUDGET ACCOUNT CODE: A.1680

OBJECT CODES	2016 EXPENDITURES	2017 ADOPTED	2017 AMENDED	2018 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$308,109.23	\$375,931.00	\$375,931.00	\$479,489.00
200's EQUIPMENT	\$27,103.11	\$0.00	\$700.00	\$0.00
400's CONTRACTUAL	\$43,963.27	\$49,400.00	\$69,400.00	\$48,100.00
800's EMPLOYEE BENEFITS	\$156,063.07	\$178,499.00	\$178,499.00	\$202,529.00
TOTALS	\$535,238.68	\$603,830.00	\$624,530.00	\$730,118.00

2016 REVENUES	2017 ADOPTED REVENUES	2017 ESTIMATED REVENUES	2018 DEPARTMENT REQUESTS
\$77,221.84	\$90,000.00	\$90,000.00	\$90,000.00

SIGNED: *Michael A. Calo*
DEPARTMENT HEAD
TITLE: *IT Director*
DATE: *8/29/17*

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2018 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT:

Telecommunications

BUDGET ACCOUNT CODE:

A.1681

OBJECT CODES	2016 EXPENDITURES	2017 ADOPTED	2017 AMENDED	2018 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$56,471.97	\$57,276.00	\$57,276.00	\$57,276.00
200's EQUIPMENT	\$1,371.35	\$500.00	\$500.00	\$0.00
400's CONTRACTUAL	\$61,413.86	\$64,700.00	\$64,700.00	\$41,200.00
800's EMPLOYEE BENEFITS	\$32,464.79	\$33,735.00	\$33,735.00	\$32,815.00
TOTALS	\$151,721.97	\$156,211.00	\$156,211.00	\$131,291.00

2016 REVENUES	2017 ADOPTED REVENUES	2017 ESTIMATED REVENUES	2018 DEPARTMENT REQUESTS
\$54,449.23	\$76,000.00	\$76,000.00	\$70,000.00

SIGNED:

Melinda Cole
DEPARTMENT HEAD

TITLE:

IT Director

DATE:

8/29/17

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
REVENUE						
Department 1680 - Information Technology						
<i>Intergovernmental Charges</i>						
2228	Information Tech. Fees	77,221.84	90,000.00	90,000.00	33,284.00	90,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$77,221.84</u>	<u>\$90,000.00</u>	<u>\$90,000.00</u>	<u>\$33,284.00</u>	<u>\$90,000.00</u>
	Department 1680 - Information Technology Totals	<u>\$77,221.84</u>	<u>\$90,000.00</u>	<u>\$90,000.00</u>	<u>\$33,284.00</u>	<u>\$90,000.00</u>

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
	REVENUE					
	Department 1681 - Telecommunications					
	Intergovernmental Charges					
2227	Telecommunications	54,449.23	76,000.00	76,000.00	32,361.87	70,000.00
	Intergovernmental Charges Totals	\$54,449.23	\$76,000.00	\$76,000.00	\$32,361.87	\$70,000.00
	Department 1681 - Telecommunications Totals	\$54,449.23	\$76,000.00	\$76,000.00	\$32,361.87	\$70,000.00
	REVENUE TOTALS	\$131,671.07	\$166,000.00	\$166,000.00	\$65,645.87	\$160,000.00

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
EXPENSE						
Department 1680 - Information Technology						
<i>Personal Services</i>						
110	Salaries - Regular	307,739.41	373,931.00	373,931.00	200,525.16	456,689.00
120	Salaries - Overtime	369.82	2,000.00	2,000.00	1,536.96	2,000.00
130	Salaries - Part Time	.00	.00	.00	19,540.00	20,800.00
<i>Personal Services Totals</i>		\$308,109.23	\$375,931.00	\$375,931.00	\$221,602.12	\$479,489.00
<i>Equipment</i>						
210	Furniture/Furnishings	2,152.80	.00	.00	.00	.00
220	Office Equipment	6,253.32	.00	.00	.00	.00
220.1	Office Equipment - Reserve	18,696.99	.00	700.00	665.65	.00
<i>Equipment Totals</i>		\$27,103.11	\$0.00	\$700.00	\$665.65	\$0.00
<i>Contractual Expense</i>						
410	Supplies	2,370.29	6,000.00	6,000.00	1,545.77	6,000.00
422	Repair/Maint-Equipment	16,327.14	20,000.00	17,736.00	13,350.73	18,000.00
423	Telephone	735.95	1,500.00	1,500.00	379.66	1,500.00
424	Postage	.00	50.00	50.00	21.80	50.00
427	Memberships & Dues	50.00	50.00	50.00	50.00	50.00
428	Data Processing & Internet Fees	15,762.18	20,000.00	20,000.00	12,858.86	20,000.00
436	Advertising Fees	187.35	.00	264.00	263.70	.00
444	Travel/Education/Conference	8,530.36	1,800.00	1,800.00	1,320.00	2,500.00
470	Contract	.00	.00	22,000.00	12,000.00	.00
<i>Contractual Expense Totals</i>		\$43,963.27	\$49,400.00	\$69,400.00	\$41,790.52	\$48,100.00
<i>Employee Benefits</i>						
810	Retirement	54,338.57	55,289.00	55,289.00	34,426.61	63,562.00
830	Social Security	18,525.94	23,307.00	23,307.00	13,298.35	29,728.00
831	Medicare Contribution	4,332.68	5,450.00	5,450.00	3,110.08	6,953.00
860	Hospitalization	53,230.90	68,302.00	68,302.00	37,022.15	83,054.00
865	Dental Insurance	648.00	936.00	936.00	408.00	1,224.00
<i>Employee Benefits Totals</i>		\$131,076.09	\$153,284.00	\$153,284.00	\$88,265.19	\$184,521.00
<i>Other Benefits</i>						
840	Workmen's Compensation	2,429.41	2,791.00	2,791.00	2,790.54	2,141.00
861	Retirees Hospitalization	22,557.57	22,424.00	22,424.00	10,446.43	15,867.00
<i>Other Benefits Totals</i>		\$24,986.98	\$25,215.00	\$25,215.00	\$13,236.97	\$18,008.00

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General	EXPENSE					
Department	1680 - Information Technology Totals	\$535,238.68	\$603,830.00	\$624,530.00	\$365,560.45	\$730,118.00

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
EXPENSE						
Department 1680 - Information Technology						
<i>Personal Services</i>						
110	Salaries - Regular	307,739.41	373,931.00	373,931.00	200,525.16	456,689.00
120	Salaries - Overtime	369.82	2,000.00	2,000.00	1,536.96	2,000.00
130	Salaries - Part Time	.00	.00	.00	19,540.00	20,800.00
<i>Personal Services Totals</i>		\$308,109.23	\$375,931.00	\$375,931.00	\$221,602.12	\$479,489.00
<i>Equipment</i>						
210	Furniture/Furnishings	2,152.80	.00	.00	.00	.00
220	Office Equipment	6,253.32	.00	.00	.00	.00
220.1	Office Equipment - Reserve	18,696.99	.00	700.00	665.65	.00
<i>Equipment Totals</i>		\$27,103.11	\$0.00	\$700.00	\$665.65	\$0.00
<i>Contractual Expense</i>						
410	Supplies	2,370.29	6,000.00	6,000.00	1,545.77	6,000.00
422	Repair/Maint-Equipment	16,327.14	20,000.00	17,736.00	13,350.73	18,000.00
423	Telephone	735.95	1,500.00	1,500.00	379.66	1,500.00
424	Postage	.00	50.00	50.00	21.80	50.00
427	Memberships & Dues	50.00	50.00	50.00	50.00	50.00
428	Data Processing & Internet Fees	15,762.18	20,000.00	20,000.00	12,858.86	20,000.00
436	Advertising Fees	187.35	.00	264.00	263.70	.00
444	Travel/Education/Conference	8,530.36	1,800.00	1,800.00	1,320.00	2,500.00
470	Contract	.00	.00	22,000.00	12,000.00	.00
<i>Contractual Expense Totals</i>		\$43,963.27	\$49,400.00	\$69,400.00	\$41,790.52	\$48,100.00
<i>Employee Benefits</i>						
810	Retirement	54,338.57	55,289.00	55,289.00	34,426.61	63,562.00
830	Social Security	18,525.94	23,307.00	23,307.00	13,298.35	29,728.00
831	Medicare Contribution	4,332.68	5,450.00	5,450.00	3,110.08	6,953.00
860	Hospitalization	53,230.90	68,302.00	68,302.00	37,022.15	83,054.00
865	Dental Insurance	648.00	936.00	936.00	408.00	1,224.00
<i>Employee Benefits Totals</i>		\$131,076.09	\$153,284.00	\$153,284.00	\$88,265.19	\$184,521.00
<i>Other Benefits</i>						
840	Workmen's Compensation	2,429.41	2,791.00	2,791.00	2,790.54	2,141.00
861	Retirees Hospitalization	22,557.57	22,424.00	22,424.00	10,446.43	15,867.00
<i>Other Benefits Totals</i>		\$24,986.98	\$25,215.00	\$25,215.00	\$13,236.97	\$18,008.00

A.895	Actual	Actual	Mixed	Projected	Projected							
Computer Reserve Fund	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
County Servers	13,990.00	8,000.00			25,000.00							
County SANS device	24,275.55									25,000.00		
County Microsoft Licenses	40,764.74	4,445.00		15,000.00	15,000.00	35,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	25,000.00
County PC's	16,375.23	14,893.40	54,475.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
County Network	9,010.66											
County Firewall					42,500.00						42,500.00	
HSB Network				10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00		6,500.00
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						1,500.00						
Sheriff Servers						25,000.00						
Sheriff SANS											25,000.00	
Sheriff Microsoft Licenses											25,000.00	
Sheriff PC's		3,900.00	5,000.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
Sheriff Network					48,000.00						48,000.00	
Sheriff Firewall					2,500.00						2,500.00	
Sheriff Car PC's(30)		18,800.00	18,000.00	10,000.00		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00		
Sheriff Car Scanner/Printer(30)				5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Sheriff JACE	10,544.00								11,000.00			
Public Health Toughbooks(30)	15,964.00	22,860.00	25,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
Social Services PC's	18,368.10		16,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Social Services Print Server												
DPW Scanner/Plotter									5,000.00			
Planning/Real Property Plotter		6,000.00		6,000.00					15,000.00			
BOE Server	5,728.99							12,000.00				
E&T Switch				3,300.00								
Consulting Fee's					5,000.00						5,000.00	
Telecommunications				9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Security System - MC	500.86			1,000.00				3,000.00				
Time Clocks				2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00			
Returned to Reserve		-11,656.64										
Total:	155,522.13	67,241.76	118,475.00	159,800.00	270,500.00	184,500.00	124,500.00	155,500.00	139,500.00	282,000.00	127,500.00	

Printed 8/22/16

Annual Reserve Contribution: 154,000.00

Reserve Beging Balance:	28,563.04	30,145.91	107,904.15	134,429.15	128,629.15	12,129.15	-18,370.85	11,129.15	9,629.15	24,129.15	-103,870.85
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	118,475.00	159,800.00	270,500.00	184,500.00	124,500.00	155,500.00	139,500.00	282,000.00	127,500.00
Reserve Balance:	30,145.91	107,904.15	134,429.15	128,629.15	12,129.15	-18,370.85	11,129.15	9,629.15	24,129.15	-103,870.85	-77,370.85

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.

2018 Salary Schedule (Position Budgeting)
Information Technology

Emp ID	Name	Position	Ann. Grade & Rate	Annual Earnings	Emp. Type	Benefit Group	Start Date
13027	Chapman, DeVerne	Computer Help Desk Tech. I #1	N/A / \$19.23	\$40,000.00	Full Time	Out of UnitFT	7/10/2017
9646	Colvin, Michael	Director Information Technology	N/A / \$46.88	\$85,313.00	Full Time	Appointed F/T	4/13/1998
11034	Hosford, Robert	Computer Help Desk Technician II	N/A / \$24.04	\$50,000.00	Full Time	Out of UnitFT	9/18/2006
10979	Mahar, William	Network Coordinator	N/A / \$31.27	\$65,051.00	Full Time	Out of UnitFT	8/22/2005
10932	Osgood, John	Computer Help Desk Tech II #2	N/A / \$24.04	\$50,000.00	Full Time	Out of UnitFT	6/20/2005
10857	Scime, Jeremy	Sr. Computer Sys Analyst/Program	N/A / \$34.29	\$71,325.00	Full Time	Out of UnitFT	11/18/2004
13010	Trole, Eric	Computer Help Desk Tech - temp	N/A / \$20.00	\$20,800.00	Temporary	Per Diem	2/21/2017
		Computer Help Desk Tech I #2	N/A / \$19.23	\$40,000.00			
		Information Tech Overtime	N/A / \$0.00	\$2,000.00			
		Programmer II	N/A / \$26.44	\$55,000.00			
				10	\$479,489.00		

2018 Salary Schedule (Position Budgeting)
Telecommunication

Emp ID	Name	Position	Ann. Grade & Rate	Annual Earnings	Emp. Type	Benefit Group
Laughlin, Scott		Telecommunications Analyst	N/A / \$27.32	\$56,826.00	Full Time	Out of UnitFT
1 / \$27.32		Telecomm Overtime	N/A / \$0.00	\$450.00		
1 / \$0.00				2	\$57,276.00	

2018 Budget 1680 and 1681

-2K	<p>Salary increase Programmer II from \$55,000 to \$60,000 Previous programmer was paid at \$62,000. New programmer has some experience and we are investing by training him. We risk losing if we don't stay competitive. It took almost a year to find and hire the right person. Would be no change to budget compared to last year as the position was budgeted at \$62,000 for 2017.</p>
+5K	<p>Salary increase Senior Programmer from \$71,325 to \$76,325. This person has taken on supervisor type roles with overseeing the new programmer. Additional responsibilities have been added by including programming needs for the Sheriff's office. Difficulty in hiring the Programmer II position exemplifies how crippled we would be if we were to lose our Senior Programmer. Comparable positions in the private sector vary, but range \$80K to \$100K</p>
+20K	<p>Salary increase Four Help Desk positions increase \$5,000 each. Hiring experiences this year have shown that our salary offering only attracts people with little to no experience. Now that we have some people and are investing in them, we need to stay competitive to keep them.</p>
+8K	<p>Salary increase Telecom Analyst increase from \$56,826 to \$65,000. This position is second only to the senior programmer in importance to the county. Communication from building to building, site to site is overseen and physically maintained by this one person. Without this person, outsourcing cost would be significant.</p>
-2K	<p><u>1680.422</u> Multi-year renewals have saved us in annual fees. Overall code was be lowered by \$2K.</p>
+700	<p><u>1680.444</u> Request increase from \$1,800 to \$2,500 in Education to keep staff up to date.</p>
	<p><u>1681.861</u> Logos shows 0 and wants me to enter a number???</p>
	<p><u>1681.2227</u> Reduction in revenue because E&T connection is reimbursed to 1680 now.</p>
-18,500	<p><u>1681.422</u> Reduce from \$20,000 to \$1,500 but put additional \$9,000 into reserve fund for phone maintenance.</p>
-5K	<p><u>1681.423</u> Reduction of \$5k due to expenses covered in 1680.428, but 1680.428 does not increase due to better rates.</p>
	<p>1680 OT should double to \$4k due to Sheriff changes 1680 Salaries Part Time should be removed Increase Reserve fund from \$145,000 to \$154,000 for phone maintenance shift.</p>
	<p>Savings not directly seen: Due to overseeing Sheriff IT, we are able to share resources that were duplicated in the past. Security system maintenance that was once covered by a vendor is handled in house. Need for security cameras have increased, yet expenses to the county have only been equipment.</p>

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: September 26, 2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1680.110	Salaries - Regular	A.1680.130	Salaries - Part Time	\$19,540
A.1680.110	Salaries - Regular	A.1680.120	Salaries - Overtime	\$3,000

Please state reason for transfers requested: Balance codes within budget without changing the budget

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.

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 2017

- (a) Purpose of Request: **Correct travel cost**
- (b) Details: **Previous resolution request stated travel cost to be \$600.
Correct amount is \$1,200**
- (c) Previous Resolution Number: **158 of 2017**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1680.444**

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

* as listed in budget and LOGOS