

WARREN COUNTY BOARD OF ELECTIONS

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LAKE GEORGE, NY 12845
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WILLIAM T VANNESS
REPUBLICAN COMMISSIONER
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September/October 2018

SUPPORT SERVICES COMMITTEE AGENDA BOARD OF ELECTIONS

1. Resolution to approve a 5 year contract NTS Data Services Contract.
2. Discussion on procedure for setting up an account for the future purchase of new voting machines
3. Review of 2019 Board of Elections 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: Board of Elections

DATE: September 27, 2018

- (a) Purpose of Request: **Renewal of NTS Data Services Contract starting January 1, 2019-December 31, 2023**
- (b) Details: **To enter into a 5 year Contract for support, maintenance, poll book printing and Virtual Database administration related to signature digitization, voter registration, full document imaging, interface messaging, election management and election reporting. Also includes Team - ENR for \$7,000.**
- (c) Previous Resolution Number: **709-2013**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **\$48,620 yearly - A-1450. 470 Contract**

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

* as listed in budget and LOGOS

2019 Salary Schedule (Position Budgeting)
Board of Elections

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13186	Colin, Shannon	Deputy Commissioner Elections #1	\$46,782.00	Full Time	Appointed F/T	5/21/2018
	N/A / \$25.70	N/A / \$25.70				
9761	McLaughlin, Elizabeth	Commissioner Elections #1	\$69,038.00	Full Time	Appointed F/T	9/13/2010
	N/A / \$37.93	N/A / \$37.93				
12010	Ross, Kimberly	Deputy Commissioner Elections #2	\$46,782.00	Full Time	Appointed F/T	1/1/2015
	N/A / \$25.70	N/A / \$25.70				
6301	VanNess, William	Commissioner Elections #2	\$69,038.00	Full Time	Appointed F/T	2/28/2017
	N/A / \$37.93	N/A / \$37.93				
		Board of Elections Extra Help 1	\$7,000.00			
	N/A / \$0.00	N/A / \$0.00				
		Board Of Elections Extra Help 2	\$22,000.00			
	N/A / \$0.00	N/A / \$0.00				
		Supervisor Voting Machine #1	\$672.00			
	N/A / \$0.00	N/A / \$0.00				
		Supervisor Voting Machine #2	\$672.00			
	N/A / \$0.00	N/A / \$0.00				
		Voting System Support Specialist	\$5,000.00			
	N/A / \$0.00	N/A / \$0.00				
		Voting System Support Specialist	\$5,000.00			
	N/A / \$0.00	N/A / \$0.00				
		Voting System Technicians	\$18,000.00			
	N/A / \$0.00	N/A / \$0.00				
		11	\$289,984.00			

MEETING REQUEST FORM

In order to assist in the preparation of monthly agendas, Department Heads are requested to complete this form no later than the 10th of each month and return it to the Office of the Clerk of the Board of Supervisors.

<u>COMMITTEE</u>	<u>MEETING DESIRED</u>		<u>APPROXIMATE TIME NEEDED</u>	<u>REMARKS</u>
	<u>YES</u>	<u>NO</u>		
<u>Support Services</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>15 minutes</u>	<u>Contract Inc. with NTS, Update on new Voting Machines</u>

I have contacted my committee chair about the meeting: Yes No

The following days are inconvenient for me and/or the committee chair:

I would like to be placed on the agenda of the following meetings:
September/October 2018

BOE

Department



Department Head Signature

Date: 09/05/18

Please note: The changes made to this form include (1) you are being asked to coordinate with your committee chairman; and (2) you are being asked to return this form monthly, either requesting a meeting or indicating one is not necessary.

**VOTER REGISTRATION,
SIGNATURE DIGITIZATION,
FULL DOCUMENT IMAGING,
ELECTION MANAGEMENT,
ELECTION NIGHT REPORTING
AND
INTERFACE MESSAGING
MAINTENANCE AND SUPPORT
AND
POLL BOOK PRINTING
AND
VIRTUAL DATABASE ADMINISTRATION
AGREEMENT**

This Agreement "Agreement" is made and entered into this _____ day of _____, 2018, by and between the County of Warren with offices located at 1340 State Route 9, Lake George, New York 12845 ("County") and NTS Data Services, LLC, a New York Limited Liability Company with its office and principal place of business at 2079 Sawyer Dr, Niagara Falls, New York 14304 ("NTS").

WHEREAS, the County, on behalf of the Warren County Board of Elections ("BOE"), desires to continue support, maintenance, poll book printing and virtual database administration services related to signature digitization, voter registration, full document imaging, interface messaging, election management and election reporting, and;

WHEREAS, the BOE in evaluating prospective suppliers of systems and services has selected NTS as best suited to their requirements; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, it is mutually agreed as follows:

1. TERM

The Term of this Agreement is January 1, 2019 to December 31, 2023.

2. HARDWARE & OPERATING SYSTEM SOFTWARE

BOE has opted to provide the PC hardware, hardware maintenance, NTS recommended supporting software and all operating system software required to support all workstations and servers of the licensed systems.

Prior to the purchase of hardware, supporting software and operating system, and continuing for the Term of this Agreement, NTS shall review and approve all purchases related to the implementation of the NTS application software. If the NTS approved hardware and software

implementation is deviated from and operational problems develop, the time spent by NTS to resolve the problems shall be billable to BOE at a rate of \$175.00 per hour.

In addition, if in the resolution of an operational problem, it is ultimately shown to be a hardware, network operating system or any other non application software related problem, the NTS time required to resolve the problem shall be billable at a rate of \$175.00 per hour.

For the Term of this Agreement, BOE agrees to purchase and maintain up-to-date versions of NTS recommended diagnostic software to assist in the determination and resolution of system related problems.

3. SOFTWARE MAINTENANCE FEE - TERM OF AGREEMENT

Software maintenance for signature digitization, voter registration, full document imaging, interface messaging, election management and election reporting is included in the pricing set forth in this agreement. This maintenance shall include periodic upgrades and new releases of the licensed software. Software maintenance shall commence on January 1, 2018 and conclude on December 31, 2023.

4. HOTLINE SUPPORT

Invoices for Hotline Services beyond the not-to-exceed twelve (12) hours in any one month will be mailed to the Board of Elections and shall be billed at a rate of \$175.00 per hour. Payment is due within thirty (30) days of receipt of invoice. Hotline support shall be available between the hours of 9:00 AM and 5:00 PM, Monday through Friday, exclusive of holidays.

5. APPLICATION SOFTWARE INSTALLATION AND CONFIGURATION

BOE shall provide means for authorized remote access into the BOE system by NTS to facilitate application software installation. This remote access may be via Virtual Private Network or any other mutually acceptable connection method. NTS shall complete application software installation remotely and perform software testing through this connection. For the Term of this Agreement, remote access and security rights shall be provided to NTS in order to facilitate installation of application software updates for the BOE.

6. ELECTION NIGHT REPORTING

For the term of this Agreement, NTS shall provide BOE hosted Web based services allowing BOE to post unofficial election night results based on export files created from the Dominion Election Management System. This hosted service will also provide the ability to enter absentee, affidavit and over/under votes allowing reports to be created for official election certification.

7. POLL BOOK PRINTING SERVICES

NTS shall provide the service of printing poll books for the September primary and November general elections for the years 2019, 2020, 2021, 2022 and 2023 as well as the Presidential Preference Primary in 2020 a total of eleven elections. This service shall consist of merging voter registration and signature data base files, laser printing poll book pages and covers and binding the poll books.

In the event of additional elections requiring poll book printing, services will be provided at a cost on a per voter per election with a \$500.00 minimum per election. For 2019, this per voter cost is \$.055.

In the event there is a Special election or Federal Primary that involves more voters than the September Primary, Board may opt to use the included September Primary printing allowance on the Special or Federal primary in the same year.

8. VIRTUAL DBA SERVICE

For the Term of this Agreement, NTS will perform Virtual Database Administrator functions including generating SQL backup scripts, maintaining SQL user ID and security information necessary for the operation of TEAM SQL, performing routine database administration tasks such as managing transaction logs and tuning SQL for best performance. The COUNTY will be responsible for acquiring upgrades to SQL as necessary, allowing access for NTS to accomplish DBA work, performing routine backups including daily and weekly backups on a rotating basis, and ensuring backups are stored offsite.

9. PRICING

Pricing for support, maintenance, poll book printing and virtual database administration services related to signature digitization, voter registration, full document imaging, interface messaging, election management and election reporting is detailed below:

Invoices will be mailed to the County each due date.

On January 15, 2019 the County shall make a payment of \$48,620.00 to NTS.

On January 15, 2020 the County shall make a payment of \$48,620.00 to NTS.

On January 15, 2021 the County shall make a payment of \$48,620.00 to NTS.

On January 15, 2021 the County shall make a payment of \$48,620.00 to NTS.

On January 15, 2021 the County shall make a payment of \$48,620.00 to NTS.

Shipping charges for poll books for the September primary, November general and 2020 Presidential Primary will be billed by the date of each election and will be payable within 30 days.

Should poll books be required for additional elections, the cost of those poll books plus shipping charges will be billed by the date of the election and will be payable within 30 days.

It is understood and agreed by and between both parties that the County is a tax-exempt entity, and therefore shall not be charged any tax on this transaction. Within 30 days of each of the above due dates the County shall make the payment indicated.

10. ORIGINAL AGREEMENT AND RENEWAL AGREEMENT – INCORPORATED
HEREIN

All provisions of the original Full Service Voter Registration, Signature Digitization and Election Night Reporting Purchase and Installation Agreement executed on April 12, 1999, Addendum “A” NTS Supplemental Software License Agreement executed on April 12, 1999 and the Renewal Agreement executed on March 4, 2009 remain in effect unless specifically superseded by this Agreement and all other terms and conditions therein shall be of equal force and effect to the services provided herein.

11. ASSIGNMENT

No assigning of this Agreement may occur without consent of the County and the County shall not be deemed obligated to this Agreement until such time as a resolution has been adopted by the Board of Supervisors and this Agreement has been signed by the Chairman of the Board of Supervisors for the County.

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

ACCEPTED FOR:

WARREN COUNTY BOARD OF ELECTIONS

By: _____ Date: _____
Chairman, Warren County Board of Supervisors

NTS DATA SERVICES, LLC

By: _____ Date: _____
Vice President

McLaughlin, Beth

From: Kim Durrell <kim.durrell@ntsdata.com>
Sent: Thursday, September 20, 2018 12:50 PM
To: Mark Rossman
Subject: DID YOU KNOW.....

GOOD NEWS THE PRIMARY IS OVER AND SO IS YOUR WAIT!

Many of you have asked us repeatedly "When will NTS get back into the election night reporting world"? Well the answer my friends is "NOW" and in a big way!!!

Today NTS announces the official release of our newest and most sophisticated Election Night Reporting and CERTIFICATION (yes, I said certification) application ever – TEAM-ENR.

Many of you have told us how much you missed the outstanding reporting capabilities and features you came to love in our old election night reporting and certification system (TERACS). A number of you have continued to use our unsupported TERACS system because you could not find anything better out there that would meet your needs. We have heard you and we have come up with a system that is second to none it's called TEAM-ENR.



You are going to love this. The new TEAM-ENR System is just plain Awesome!!

TEAM-ENR is:

- Cloud based – which means there is no software to install, manage or maintain. All components reside in the ENR Cloud.
- Designed for Infinite Load - to deliver superior levels of performance and meet critical hit or response times associated with a busy election night.
- Scalable- to meet the needs of a simple or complex election night.
- Easy to use - from both the Administrative and Public perspective.
- Provides a simple interface that will allow you to quickly create elections in TEAM-ENR directly from your Dominion Results File for an easy one time set up.
- Certified Results – TEAM-ENR allows users to publish official election results including absentee and affidavit votes for each candidate and party endorsement per district and race. Whether they come from a hand count or by using your Dominion or Clear Ballot Count Systems. A custom message can also be posted notifying the public that the results are final and official.

Change View

View Type:

Detailed

PRESIDENTIAL ELECTORS FOR PRESIDENT AND VICE PRESIDENT

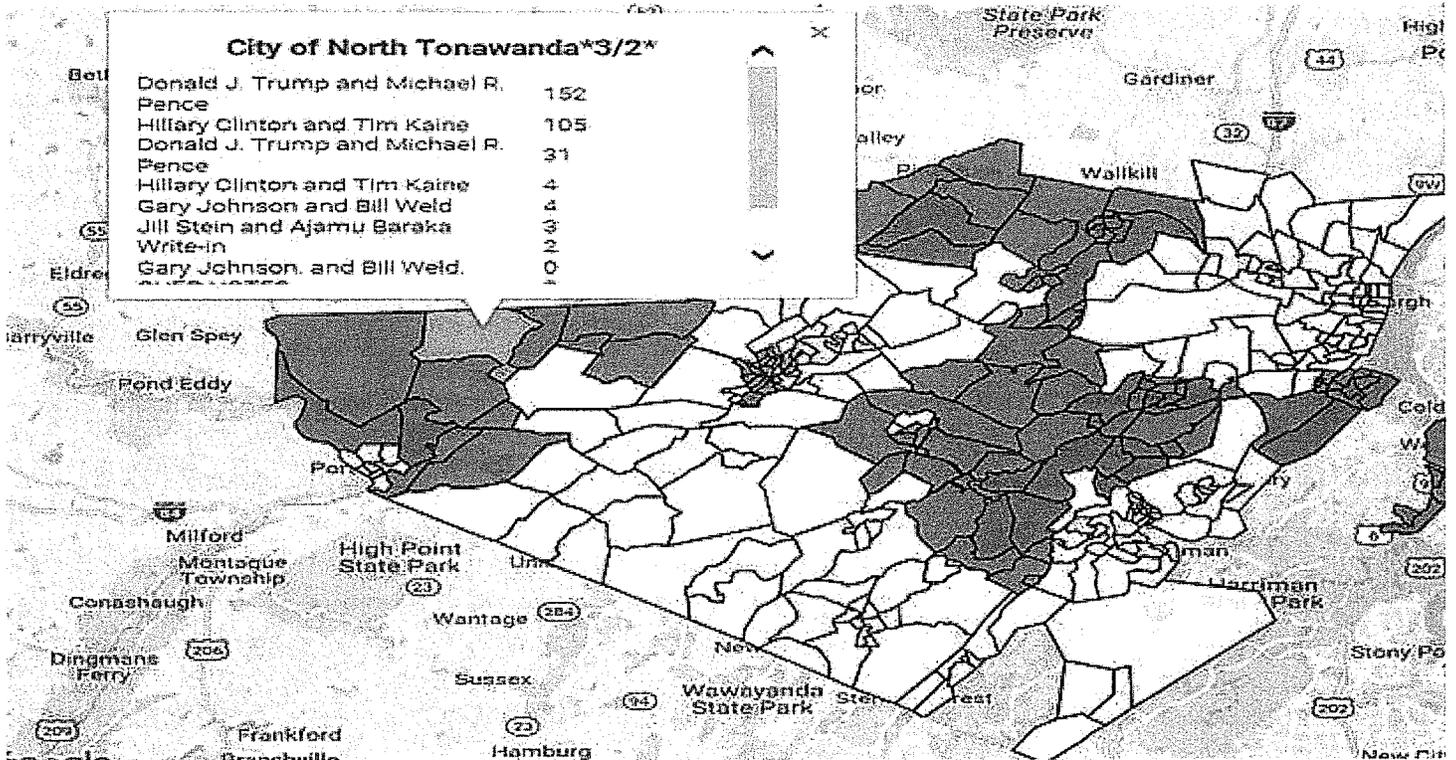
Participating Districts Reporting: 180 / 180

District Details

Choice	Election Day	Absentee	Total Votes
Hillary Clinton and Tim Kaine (DEM)	31,360	0	31,360
Hillary Clinton and Tim Kaine (WOR)	1,161	0	1,161
Donald J. Trump and Michael R. Pence (REP)	41,881	0	41,881
Donald J. Trump and Michael R. Pence (CON)	7,345	0	7,345
Jill Stein and Ajamu Baraka (GRE)	1,223	0	1,223
Gary Johnson and Bill Weld (IND)	1,912	0	1,912
Gary Johnson. and Bill Weld. (LIB)	755	0	755
Write-in	702	0	702
OVER VOTES (STATS)	13	0	13
UNDER VOTES (STATS)	510	0	510

District Results Screen-Graphic

- With 3 map view options you can display the reporting status of each election district, results from a specific race, percentage or voter turnout by district.



Contest Results by Election District

- Results can be previewed before they are made public.
- Public view allows for optional translations of content in over 100 languages.
- All public results pages are updated and refreshed without any user interaction as soon as the user initiates the publish process in the TEAM- ENR admin interface.
- Can be viewed from multiple devices (phones, tablet, laptop or desktop).
- BOE and the public have the ability to generate election reports at the district level or by total votes aggregated in summary by contest name, candidate name, number of votes cast and more
and that's just the beginning!

We will be providing more information and reaching out to you in the weeks ahead about TEAM-ENR. But in the meantime, if you can't wait to find out more – please don't hesitate to call me. I would love to hear from you about this exciting new application to our NTS Suite of Systems.

Thank you - my best to everyone.

Mark

Mark Rossman
NTS Data Services, LLC
800-458-3820 ext. 102
mark.rossman@ntsdata.com

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Board Of Elections
 BUDGET ACCOUNT CODE: A.1450

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$284,440.50	\$289,984.00	\$289,984.00	\$289,984.00
200's EQUIPMENT	\$7,356.73	\$1,000.00	\$9,477.00	\$1,000.00
400's CONTRACTUAL	\$158,201.08	\$222,260.00	\$240,432.00	\$222,783.00
800's EMPLOYEE BENEFITS	\$114,998.55	\$104,289.00	\$104,289.00	\$102,304.00
TOTALS	\$564,996.86	\$617,533.00	\$644,182.00	\$616,071.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$51,165.00	\$63,000.00	\$63,000.00	\$63,000.00

SIGNED: _____
 DEPARTMENT HEAD

TITLE: _____

DATE: _____

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
	REVENUE					
	Department 1450 - Board Of Elections					
	Intergovernmental Charges					
2215	Election Service Charges	51,165.00	63,000.00	63,000.00	63,311.99	63,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$51,165.00</u>	<u>\$63,000.00</u>	<u>\$63,000.00</u>	<u>\$63,311.99</u>	<u>\$63,000.00</u>
	Department 1450 - Board Of Elections Totals	<u>\$51,165.00</u>	<u>\$63,000.00</u>	<u>\$63,000.00</u>	<u>\$63,311.99</u>	<u>\$63,000.00</u>
	REVENUE TOTALS	<u>\$51,165.00</u>	<u>\$63,000.00</u>	<u>\$63,000.00</u>	<u>\$63,311.99</u>	<u>\$63,000.00</u>

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
Personal Services						
110	Salaries - Regular	246,550.00	231,640.00	231,640.00	133,263.51	231,640.00
130	Salaries - Part Time	37,890.50	58,344.00	58,344.00	19,199.39	58,344.00
<i>Personal Services Totals</i>		\$284,440.50	\$289,984.00	\$289,984.00	\$152,462.90	\$289,984.00
Equipment						
210	Furniture/Furnishings	.00	.00	395.00	395.00	.00
220	Office Equipment	7,356.73	500.00	8,582.00	8,154.00	500.00
260	Other Equipment	.00	500.00	500.00	.00	500.00
<i>Equipment Totals</i>		\$7,356.73	\$1,000.00	\$9,477.00	\$8,549.00	\$1,000.00
Contractual Expense						
410	Supplies	24,573.00	50,000.00	49,605.00	2,994.04	50,000.00
418	Ins-General Liability	2,583.00	2,730.00	2,730.00	1,383.23	1,453.00
421	Equipment Rental	486.20	9,000.00	9,000.00	747.42	9,000.00
422	Repair/Maint-Equipment	200.00	200.00	200.00	.00	200.00
423	Telephone	214.74	700.00	700.00	127.71	500.00
424	Postage	20,568.15	22,000.00	22,000.00	9,645.22	24,000.00
427	Memberships & Dues	140.00	300.00	300.00	140.00	300.00
428	Data Processing & Internet Fees	310.00	330.00	330.00	330.00	330.00
436	Advertising Fees	1,610.08	5,000.00	5,000.00	659.84	3,000.00
439	Misc Fees & Expenses	44,556.71	75,000.00	75,000.00	19,592.50	75,000.00
444	Travel/Education/Conference	4,792.20	7,000.00	7,000.00	564.62	7,000.00
470	Contract	58,167.00	50,000.00	68,567.00	58,009.00	52,000.00
<i>Contractual Expense Totals</i>		\$158,201.08	\$222,260.00	\$240,432.00	\$94,193.58	\$222,783.00
Comments						
Account	Level	Comment				
470	Departmental Request	NTS contract 5 year contract starting 2019 \$41,620.00 Dominion Voting Systems EMS yearly maintenance \$10,000				
Employee Benefits						
810	Retirement	31,135.00	24,460.00	24,460.00	14,951.08	25,368.00
830	Social Security	17,010.97	17,978.00	17,978.00	9,169.20	17,978.00
831	Medicare Contribution	3,978.41	4,206.00	4,206.00	2,144.40	4,206.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1450 - Board Of Elections					
	Employee Benefits					
860	Hospitalization	36,883.00	30,962.00	29,462.00	14,012.66	25,336.00
865	Dental Insurance	582.00	576.00	576.00	318.89	696.00
	<i>Employee Benefits Totals</i>	<i>\$89,589.38</i>	<i>\$78,182.00</i>	<i>\$76,682.00</i>	<i>\$40,596.23</i>	<i>\$73,584.00</i>
	Other Benefits					
840	Workmen's Compensation	9,320.31	9,422.00	9,422.00	9,421.46	9,926.00
861	Retirees Hospitalization	14,588.86	15,185.00	15,185.00	8,858.57	15,794.00
862	Health Insurance Cost Reimbursement	1,500.00	1,500.00	3,000.00	1,765.77	3,000.00
	<i>Other Benefits Totals</i>	<i>\$25,409.17</i>	<i>\$26,107.00</i>	<i>\$27,607.00</i>	<i>\$20,045.80</i>	<i>\$28,720.00</i>
	Department 1450 - Board Of Elections Totals	\$564,996.86	\$617,533.00	\$644,182.00	\$315,847.51	\$616,071.00
	EXPENSE TOTALS	\$564,996.86	\$617,533.00	\$644,182.00	\$315,847.51	\$616,071.00
	Fund A - General Totals					
	REVENUE TOTALS	\$51,165.00	\$63,000.00	\$63,000.00	\$63,311.99	\$63,000.00
	EXPENSE TOTALS	\$564,996.86	\$617,533.00	\$644,182.00	\$315,847.51	\$616,071.00
	Fund A - General Totals	(\$513,831.86)	(\$554,533.00)	(\$581,182.00)	(\$252,535.52)	(\$553,071.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$51,165.00	\$63,000.00	\$63,000.00	\$63,311.99	\$63,000.00
	EXPENSE GRAND TOTALS	\$564,996.86	\$617,533.00	\$644,182.00	\$315,847.51	\$616,071.00
	Net Grand Totals	(\$513,831.86)	(\$554,533.00)	(\$581,182.00)	(\$252,535.52)	(\$553,071.00)