

## Information Technology 2019 Budget Request

The 2019 budget for IT is unchanged from 2018, with the exception of salary and benefit codes outside of departmental control.

The lack of increase in expenses has been achieved by several factors:

- Negotiating our internet expense, increased speed for less than we are paying now.
- Negotiating Telephone expenses and getting a reduced rate for the same service (Pending)
- Proper system designs and upgrades done a few years ago keeping maintenance cost to a minimum.
- Computer Reserve fund allows us to get the most life out of equipment without fear of not being able to find monies to replace equipment in the event of failure, thus making it unnecessary to purchase maintenance contracts on all equipment.
- Purchasing multi-year subscriptions for a reduced rate instead of annual subscriptions for equipment that require regular updates.

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Over the last year, activity in the IT department has risen steadily with no indications of a reduction. This has brought about the need to consider adding a full-time position. A starting salary of \$44,000 plus benefits.

Changes over the last few years to contribute to the increased activity:

- Security Camera Systems (Sheriff, County Center, HSB, Wood Park, Fish Hatchery), More have been talked about (DPW)
- Public Wi-Fi expansion (County Center/HSB, Wood Park, Countryside Adult Home, Court)
- Public Health Laptops. Employee in Public Health has been front line support which will now go to IT due to staff changes in Public Health.
- WIC is transitioning to a system that requires more local support than state support.

Benefits to adding position:

- DSS area is supported primarily by one person. Difficult when this one person on vacation.
- Town Support. Discussions of supporting Towns. Takes time to hire and train. Adding someone now will put us in a position to offer such services when the time comes.

Pitfalls of not adding a new position:

- We have become more reactive than pro-active in the areas of server and network monitoring.
- Response time for request is not optimal at times.
- Not enough focus on cyber security.
- Physical PC maintenance is lacking

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Web site redesign. Website designs and public expectations have outpaced our abilities. It is time to consider having our website redesigned by a company that specializes in such. This would require an initial cost of \$35,000, with annual maintenance of \$5,000.

Reasons to update:

- Website compatibility with the myriad of devices being used.
- Cleaner looking, easier to navigate.
- Ability to engage the public, i.e. automatic notifications of new information being posted

Pitfalls of not updating:

- None. We just need to understand that we are at our limit for enhancing the website.

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: Information Technology  
BUDGET ACCOUNT CODE: A.1680

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$393,453.28	\$489,221.00	\$489,221.00	\$489,222.00
200's EQUIPMENT	\$1,273.96	\$0.00	\$25,361.00	\$0.00
400's CONTRACTUAL	\$53,963.95	\$48,100.00	\$55,739.00	\$48,100.00
800's EMPLOYEE BENEFITS	\$164,009.40	\$206,062.00	\$206,062.00	\$206,286.00
TOTALS	\$612,700.59	\$743,383.00	\$776,383.00	\$743,608.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$104,826.92	\$90,000.00	\$90,000.00	\$90,000.00

SIGNED: Michael W. Cole  
DEPARTMENT HEAD

TITLE: IT Director

DATE: 8/22/2018

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: Telecommunications

BUDGET ACCOUNT CODE: A.1681

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$58,332.72	\$63,276.00	\$63,276.00	\$63,276.00
200's EQUIPMENT	\$0.00	\$0.00	\$3,000.00	\$0.00
400's CONTRACTUAL	\$44,899.50	\$41,200.00	\$41,200.00	\$41,200.00
800's EMPLOYEE BENEFITS	\$33,038.50	\$34,159.00	\$34,159.00	\$34,620.00
<b>TOTALS</b>	<b>\$136,270.72</b>	<b>\$138,635.00</b>	<b>\$141,635.00</b>	<b>\$139,096.00</b>

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$51,297.81	\$70,000.00	\$70,000.00	\$70,000.00

SIGNED:

\_\_\_\_\_ DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

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Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund - A - General						
REVENUE						
Department - 1680 - Information Technology						
<i>Intergovernmental Charges</i>						
2228	Information Tech. Fees	104,826.92	90,000.00	90,000.00	14,690.17	90,000.00
	<i>Intergovernmental Charges Totals</i>	<b>\$104,826.92</b>	<b>\$90,000.00</b>	<b>\$90,000.00</b>	<b>\$14,690.17</b>	<b>\$90,000.00</b>
	Department - 1680 - Information Technology Totals	<b>\$104,826.92</b>	<b>\$90,000.00</b>	<b>\$90,000.00</b>	<b>\$14,690.17</b>	<b>\$90,000.00</b>

# 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 1681 - Telecommunications						
<i>Intergovernmental Charges</i>						
2227	Telecommunications	51,297.81	70,000.00	70,000.00	16,922.22	70,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$51,297.81</u>	<u>\$70,000.00</u>	<u>\$70,000.00</u>	<u>\$16,922.22</u>	<u>\$70,000.00</u>
	Department 1681 - Telecommunications Totals	<u>\$51,297.81</u>	<u>\$70,000.00</u>	<u>\$70,000.00</u>	<u>\$16,922.22</u>	<u>\$70,000.00</u>
	REVENUE TOTALS	<u>\$156,124.73</u>	<u>\$160,000.00</u>	<u>\$160,000.00</u>	<u>\$31,612.39</u>	<u>\$160,000.00</u>

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund - A - General</b>						
<b>EXPENSE</b>						
<i>Department - 1680 - Information Technology</i>						
<i>Personal Services</i>						
110	Salaries - Regular	370,944.50	485,221.00	485,221.00	287,414.56	485,222.00
120	Salaries - Overtime	2,968.78	4,000.00	4,000.00	1,101.61	4,000.00
<i>Personal Services Totals</i>		<b>\$373,913.28</b>	<b>\$489,221.00</b>	<b>\$489,221.00</b>	<b>\$288,516.17</b>	<b>\$489,222.00</b>
<i>Equipment</i>						
220	Office Equipment	242.93	.00	361.00	357.33	.00
220.1	Office Equipment - Reserve	665.65	.00	25,000.00	10,027.49	.00
<i>Equipment Totals</i>		<b>\$908.58</b>	<b>\$0.00</b>	<b>\$25,361.00</b>	<b>\$10,384.82</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	2,796.02	6,000.00	5,969.00	1,603.12	6,000.00
422	Repair/Maint-Equipment	16,601.73	18,000.00	17,670.00	14,285.19	18,000.00
423	Telephone	657.83	1,500.00	1,500.00	523.80	1,500.00
424	Postage	42.53	50.00	50.00	1.59	50.00
427	Memberships & Dues	50.00	50.00	50.00	50.00	50.00
428	Data Processing & Internet Fees	19,407.38	20,000.00	20,000.00	10,995.56	20,000.00
436	Advertising Fees	263.70	.00	.00	.00	.00
444	Travel/Education/Conference	2,144.76	2,500.00	2,500.00	100.00	2,500.00
470	Contract	12,000.00	.00	8,000.00	8,000.00	.00
<i>Contractual Expense Totals</i>		<b>\$53,963.95</b>	<b>\$48,100.00</b>	<b>\$55,739.00</b>	<b>\$35,559.26</b>	<b>\$48,100.00</b>
<i>Employee Benefits</i>						
810	Retirement	49,128.93	67,252.00	67,252.00	37,613.65	66,764.00
830	Social Security	23,423.60	30,331.00	30,331.00	16,987.38	30,331.00
831	Medicare Contribution	5,478.09	7,094.00	7,094.00	3,972.85	7,094.00
860	Hospitalization	66,926.05	83,054.00	83,054.00	52,567.59	84,828.00
865	Dental Insurance	840.00	1,224.00	1,224.00	943.94	1,512.00
<i>Employee Benefits Totals</i>		<b>\$145,796.67</b>	<b>\$188,955.00</b>	<b>\$188,955.00</b>	<b>\$112,085.41</b>	<b>\$190,529.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	2,790.54	2,141.00	2,141.00	2,140.48	2,644.00
861	Retirees Hospitalization	15,422.19	14,966.00	14,966.00	7,354.90	13,113.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
EXPENSE						
Department 1680 - Information Technology						
<i>Other Benefits</i>						
	<i>Other Benefits Totals</i>	\$18,212.73	\$17,107.00	\$17,107.00	\$9,495.38	\$15,757.00
Department	1680 - Information Technology Totals	\$592,795.21	\$743,383.00	\$776,383.00	\$456,041.04	\$743,608.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1681 - Telecommunications						
<i>Personal Services</i>						
110	Salaries - Regular	57,402.50	62,826.00	62,826.00	37,454.11	62,826.00
120	Salaries - Overtime	930.22	450.00	450.00	276.35	450.00
<i>Personal Services Totals</i>		<b>\$58,332.72</b>	<b>\$63,276.00</b>	<b>\$63,276.00</b>	<b>\$37,730.46</b>	<b>\$63,276.00</b>
<i>Contractual Expense</i>						
410	Supplies	835.09	500.00	500.00	164.60	500.00
422	Repair/Maint-Equipment	10,099.14	1,500.00	1,500.00	.00	1,500.00
423	Telephone	33,965.27	39,000.00	39,000.00	23,077.59	39,000.00
444	Travel/Education/Conference	.00	200.00	200.00	.00	200.00
<i>Contractual Expense Totals</i>		<b>\$44,899.50</b>	<b>\$41,200.00</b>	<b>\$41,200.00</b>	<b>\$23,242.19</b>	<b>\$41,200.00</b>
<i>Employee Benefits</i>						
810	Retirement	8,884.22	9,935.00	9,935.00	6,032.18	9,871.00
830	Social Security	3,369.84	3,923.00	3,923.00	2,168.87	3,923.00
831	Medicare Contribution	788.11	918.00	918.00	507.23	918.00
860	Hospitalization	19,708.33	19,095.00	19,095.00	11,845.92	19,620.00
865	Dental Insurance	288.00	288.00	288.00	179.93	288.00
<i>Employee Benefits Totals</i>		<b>\$33,038.50</b>	<b>\$34,159.00</b>	<b>\$34,159.00</b>	<b>\$20,734.13</b>	<b>\$34,620.00</b>
Department 1681 - Telecommunications Totals		<b>\$136,270.72</b>	<b>\$138,635.00</b>	<b>\$138,635.00</b>	<b>\$81,706.78</b>	<b>\$139,096.00</b>
EXPENSE TOTALS		<b>\$729,065.93</b>	<b>\$882,018.00</b>	<b>\$915,018.00</b>	<b>\$537,747.82</b>	<b>\$882,704.00</b>
<b>Fund A - General Totals</b>						
REVENUE TOTALS		\$156,124.73	\$160,000.00	\$160,000.00	\$31,612.39	\$160,000.00
EXPENSE TOTALS		\$729,065.93	\$882,018.00	\$915,018.00	\$537,747.82	\$882,704.00
Fund A - General Totals		<b>(\$572,941.20)</b>	<b>(\$722,018.00)</b>	<b>(\$755,018.00)</b>	<b>(\$506,135.43)</b>	<b>(\$722,704.00)</b>
<i>Net Grand Totals</i>						
REVENUE GRAND TOTALS		\$156,124.73	\$160,000.00	\$160,000.00	\$31,612.39	\$160,000.00
EXPENSE GRAND TOTALS		\$729,065.93	\$882,018.00	\$915,018.00	\$537,747.82	\$882,704.00
Net Grand Totals		<b>(\$572,941.20)</b>	<b>(\$722,018.00)</b>	<b>(\$755,018.00)</b>	<b>(\$506,135.43)</b>	<b>(\$722,704.00)</b>



2019 Salary Schedule (Position Budgeting)  
Information Technology

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan. Grade & Rate	Ann. Grade & Rate				
13098	Brownell, Tosha N/A / \$21.15	Computer Help Desk Tech. I #1 N/A / \$21.15	\$44,000.00	Full Time	Out of UnitFT	8/14/2017
9646	Colvin, Michael N/A / \$48.33	Director Information Technology N/A / \$48.33	\$87,958.00	Full Time	Appointed F/T	4/13/1998
11034	Hosford, Robert N/A / \$25.96	Computer Help Desk Technician II N/A / \$25.96	\$54,000.00	Full Time	Out of UnitFT	9/18/2006
13097	LaLuna, Christopher N/A / \$28.37	Programmer II N/A / \$28.37	\$59,000.00	Full Time	Out of UnitFT	8/7/2017
10979	Mahar, William N/A / \$32.18	Network Coordinator N/A / \$32.18	\$66,939.00	Full Time	Out of UnitFT	8/22/2005
10932	Osgood, John N/A / \$25.96	Computer Help Desk Tech II #2 N/A / \$25.96	\$54,000.00	Full Time	Out of UnitFT	6/20/2005
10857	Scrimie, Jeremy N/A / \$36.21	Sr. Computer Sys Analyst/Program N/A / \$36.21	\$75,325.00	Full Time	Out of UnitFT	11/18/2004
13048	Smith, Albert N/A / \$21.15	Computer Help Desk Tech I #2 N/A / \$21.15	\$44,000.00	Full Time	Out of UnitFT	7/31/2017
		Information Tech Overtime N/A / \$0.00	\$4,000.00			
			<b>9</b>			
			<b>\$489,222.00</b>			

2019 Salary Schedule (Position Budgeting)  
Telecommunication

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan. Grade & Rate	Ann. Grade & Rate				
8075	McLaughlin, Scott	Telecommunications Analyst	\$62,826.00	Full Time	Out of UnitFT	6/6/1990
	N/A / \$30.20	N/A / \$30.20				
		Telecomm Overtime	\$450.00			
	N/A / \$0.00	N/A / \$0.00				
		<b>2</b>	<b>\$63,276.00</b>			