

Information Technology  
Support Services Committee Meeting  
September 23, 2019  
Information Submitted by: Michael Colvin

Action Agenda/New Business

**Request Resolution:**

Revise contract with Spectrum to increase internet speed from 100mb to 200mb.

**Rationale:**

Additional requirements for some departments to use cloud based services. No additional funding needed.  
Increase (\$181/month) from \$769/month to \$950/month.

**Request Resolution:**

Request \$35,000 from the Contingent Account A:1990 469 to A1680 470 for updating the county web site.

**Rationale:**

Current site is dated and not able to accommodate the myriad of devices available today. A new site would look better, be device friendly and easier for the general public to find information.

**Review 2020 Budget**

Create cyber-security training program. \$12,000 annual subscription for 800 employees. It is becoming a requirement to document proper training of staff and necessary to help protect county resources. This program can be shared with other municipalities at our volume rate.

Updated Web Site maintenance (if new web site request is approved).

Overall budget unchanged with exception of salaries/benefits, cyber-security program and web site maintenance.

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Information Technology**

**DATE:**

- (a) Purpose of Contract Change: **Extend contract with Spectrum to increase internet speed**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **2018-385**
- (c) Name of Contractor: **Charter Communications**
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number: **Jacquelyn Cafaro 518-640-8577**
- (f) Commencement Date of Extension: **Upon Execution**
- (g) Termination Date of Extension: **3 years from execution**
- (h) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:**

**Sample: A.1010 470 Legislative Board – Contract Sxx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx**

\*as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** Information Technology

**SIGNED:**

**DATE:** September 23, 2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

**Please state reason for transfers requested:**

**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	A.1680 470	Contract	\$35,000

**Please state reason for transfer request:**

County Website upgrade

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

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$487,228.83	\$545,836.00	\$545,836.00	\$545,836.00
200's EQUIPMENT	\$26,712.22	\$0.00	\$123,584.00	\$0.00
400's CONTRACTUAL	\$44,789.95	\$48,100.00	\$47,201.00	\$65,075.00
800's EMPLOYEE BENEFITS	\$195,756.98	\$227,830.00	\$227,830.00	\$236,628.00
<b>TOTALS</b>	<b>\$754,487.98</b>	<b>\$821,766.00</b>	<b>\$944,451.00</b>	<b>\$847,539.00</b>

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$100,922.69	\$90,000.00	\$90,000.00	\$90,000.00

SIGNED: Michael A. Cab  
DEPARTMENT HEAD

TITLE: IT Director

DATE: 9/3/19

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
REVENUE						
Department 1680 - Information Technology						
<i>Intergovernmental Charges</i>						
2228	Information Tech. Fees	100,922.69	90,000.00	90,000.00	58,284.17	90,000.00
	<i>Intergovernmental Charges Totals</i>	<b>\$100,922.69</b>	<b>\$90,000.00</b>	<b>\$90,000.00</b>	<b>\$58,284.17</b>	<b>\$90,000.00</b>
	Department 1680 - Information Technology Totals	<b>\$100,922.69</b>	<b>\$90,000.00</b>	<b>\$90,000.00</b>	<b>\$58,284.17</b>	<b>\$90,000.00</b>
	REVENUE TOTALS	<b>\$100,922.69</b>	<b>\$90,000.00</b>	<b>\$90,000.00</b>	<b>\$58,284.17</b>	<b>\$90,000.00</b>

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1680 - Information Technology						
<i>Personal Services</i>						
110	Salaries - Regular	480,720.05	541,836.00	541,836.00	322,480.67	541,836.00
120	Salaries - Overtime	3,513.87	4,000.00	4,000.00	2,163.62	4,000.00
<i>Personal Services Totals</i>		<b>\$484,233.92</b>	<b>\$545,836.00</b>	<b>\$545,836.00</b>	<b>\$324,644.29</b>	<b>\$545,836.00</b>
<i>Equipment</i>						
220	Office Equipment	1,968.33	.00	2,685.00	2,658.15	.00
220.1	Office Equipment - Reserve	24,743.89	.00	120,000.00	92,099.94	.00
<i>Equipment Totals</i>		<b>\$26,712.22</b>	<b>\$0.00</b>	<b>\$122,685.00</b>	<b>\$94,758.09</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	2,139.45	6,000.00	5,101.00	2,193.72	6,000.00
422	Repair/Maint-Equipment	14,691.77	18,000.00	18,000.00	1,414.41	23,000.00
423	Telephone	1,240.57	1,500.00	1,500.00	1,082.95	1,600.00
424	Postage	1.59	50.00	50.00	5.37	25.00
426	Subscriptions	.00	.00	.00	.00	12,000.00
427	Memberships & Dues	50.00	50.00	50.00	50.00	50.00
428	Data Processing & Internet Fees	17,988.50	20,000.00	20,000.00	10,954.89	20,000.00
444	Travel/Education/Conference	678.07	2,500.00	2,500.00	100.00	2,400.00
470	Contract	8,000.00	.00	.00	.00	.00
<i>Contractual Expense Totals</i>		<b>\$44,789.95</b>	<b>\$48,100.00</b>	<b>\$47,201.00</b>	<b>\$15,801.34</b>	<b>\$65,075.00</b>
<i>Employee Benefits</i>						
810	Retirement	59,379.61	73,031.00	73,031.00	45,260.76	71,234.00
830	Social Security	28,667.67	33,841.00	33,841.00	18,942.72	33,842.00
831	Medicare Contribution	6,704.50	7,916.00	7,916.00	4,430.16	7,916.00
860	Hospitalization	84,689.82	97,953.00	97,953.00	61,773.24	107,626.00
865	Dental Insurance	1,508.30	1,632.00	1,632.00	1,033.38	1,800.00
<i>Employee Benefits Totals</i>		<b>\$180,949.90</b>	<b>\$214,373.00</b>	<b>\$214,373.00</b>	<b>\$131,440.26</b>	<b>\$222,418.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	2,140.48	2,644.00	2,644.00	2,643.39	2,815.00
861	Retirees Hospitalization	12,666.60	10,813.00	10,813.00	6,484.94	11,395.00

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
EXPENSE						
Department 1680 - Information Technology						
<i>Other Benefits</i>						
	<i>Other Benefits Totals</i>	\$14,807.08	\$13,457.00	\$13,457.00	\$9,128.33	\$14,210.00
	Department 1680 - Information Technology Totals	\$751,493.07	\$821,766.00	\$943,552.00	\$575,772.31	\$847,539.00
	EXPENSE TOTALS	\$751,493.07	\$821,766.00	\$943,552.00	\$575,772.31	\$847,539.00
Fund A - General Totals						
	REVENUE TOTALS	\$100,922.69	\$90,000.00	\$90,000.00	\$58,284.17	\$90,000.00
	EXPENSE TOTALS	\$751,493.07	\$821,766.00	\$943,552.00	\$575,772.31	\$847,539.00
	Fund A - General Totals	(\$650,570.38)	(\$731,766.00)	(\$853,552.00)	(\$517,488.14)	(\$757,539.00)
Net Grand Totals						
	REVENUE GRAND TOTALS	\$100,922.69	\$90,000.00	\$90,000.00	\$58,284.17	\$90,000.00
	EXPENSE GRAND TOTALS	\$751,493.07	\$821,766.00	\$943,552.00	\$575,772.31	\$847,539.00
	Net Grand Totals	(\$650,570.38)	(\$731,766.00)	(\$853,552.00)	(\$517,488.14)	(\$757,539.00)

2020 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 N/A / \$21.15	Computer Help Desk Tech I#3 N/A / \$21.15	\$44,000.00	Full Time	Out of UnitFT	6/10/2019
13098	Brownell, Tosha N/A / \$21.70	Computer Help Desk Tech. I #1 N/A / \$21.70	\$45,144.00	Full Time	Out of UnitFT	8/14/2017
9646	Colvin, Michael N/A / \$49.59	Director Information Technology N/A / \$49.59	\$90,245.00	Full Time	Appointed F/T	4/13/1998
11034	Hosford, Robert N/A / \$26.64	Computer Help Desk Technician II N/A / \$26.64	\$55,404.00	Full Time	Out of UnitFT	9/18/2006
13097	LaLuna, Christopher N/A / \$29.10	Programmer II N/A / \$29.10	\$60,534.00	Full Time	Out of UnitFT	8/7/2017
10979	Mahar, William N/A / \$33.02	Network Coordinator N/A / \$33.02	\$68,679.00	Full Time	Out of UnitFT	8/22/2005
10932	Osgood, John N/A / \$26.64	Computer Help Desk Tech II #2 N/A / \$26.64	\$55,404.00	Full Time	Out of UnitFT	6/20/2005
10857	Scrimme, Jeremy N/A / \$37.16	Sr. Computer Sys Analyst/Program N/A / \$37.16	\$77,282.00	Full Time	Out of UnitFT	11/18/2004
13048	Smith, Albert N/A / \$21.70	Computer Help Desk Tech I #2 N/A / \$21.70	\$45,144.00	Full Time	Out of UnitFT	7/31/2017
	N/A /	Computer Help Desk Tech - temp N/A /	\$0.00			
	N/A / \$0.00	Information Tech Overtime N/A / \$0.00	\$4,000.00			
			<b>11</b>			<b>\$545,836.00</b>

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Telecommunications

BUDGET ACCOUNT CODE: A.1681

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$63,569.29	\$64,909.00	\$64,909.00	\$64,909.00
200's EQUIPMENT	\$2,723.01			\$0.00
400's CONTRACTUAL	\$40,056.68	\$41,200.00	\$41,200.00	\$41,200.00
800's EMPLOYEE BENEFITS	\$33,102.66	\$36,547.00	\$36,547.00	\$37,399.00
<b>TOTALS</b>	<b>\$139,451.64</b>	<b>\$142,656.00</b>	<b>\$142,656.00</b>	<b>\$143,508.00</b>

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$42,823.27	\$70,000.00	\$70,000.00	\$50,000.00

SIGNED: Melinda Cal  
DEPARTMENT HEAD

TITLE: IT Director

DATE: 9/3/19

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
REVENUE						
Department 1681 - Telecommunications						
<i>Intergovernmental Charges</i>						
2227	Telecommunications	42,823.27	70,000.00	70,000.00	25,933.87	50,000.00
	<i>Intergovernmental Charges Totals</i>	<b>\$42,823.27</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$25,933.87</b>	<b>\$50,000.00</b>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
2227	Departmental Request	-- Decreased to reflect past years.				
Department 1681 - Telecommunications Totals		<b>\$42,823.27</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$25,933.87</b>	<b>\$50,000.00</b>
REVENUE TOTALS		<b>\$42,823.27</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$25,933.87</b>	<b>\$50,000.00</b>

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1681 - Telecommunications						
<i>Personal Services</i>						
110	Salaries - Regular	63,224.98	64,459.00	64,459.00	40,658.88	64,459.00
120	Salaries - Overtime	344.31	450.00	450.00	283.55	450.00
<i>Personal Services Totals</i>		<b>\$63,569.29</b>	<b>\$64,909.00</b>	<b>\$64,909.00</b>	<b>\$40,942.43</b>	<b>\$64,909.00</b>
<i>Equipment</i>						
220.2	Telecommunication Equipment - Reserve	2,723.01	.00	.00	.00	.00
<i>Equipment Totals</i>		<b>\$2,723.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	467.23	500.00	1,500.00	1,031.49	500.00
422	Repair/Maint-Equipment	79.00	1,500.00	500.00	.00	1,500.00
423	Telephone	39,510.45	39,000.00	39,000.00	24,651.65	39,000.00
444	Travel/Education/Conference	.00	200.00	200.00	.00	200.00
<i>Contractual Expense Totals</i>		<b>\$40,056.68</b>	<b>\$41,200.00</b>	<b>\$41,200.00</b>	<b>\$25,683.14</b>	<b>\$41,200.00</b>
<i>Employee Benefits</i>						
810	Retirement	9,184.94	10,191.00	10,191.00	6,655.53	10,515.00
830	Social Security	3,649.76	4,024.00	4,024.00	2,328.96	4,024.00
831	Medicare Contribution	853.57	942.00	942.00	544.68	942.00
860	Hospitalization	19,126.94	21,102.00	21,102.00	13,797.71	21,630.00
865	Dental Insurance	287.45	288.00	288.00	188.36	288.00
<i>Employee Benefits Totals</i>		<b>\$33,102.66</b>	<b>\$36,547.00</b>	<b>\$36,547.00</b>	<b>\$23,515.24</b>	<b>\$37,399.00</b>
Department 1681 - Telecommunications Totals		<b>\$139,451.64</b>	<b>\$142,656.00</b>	<b>\$142,656.00</b>	<b>\$90,140.81</b>	<b>\$143,508.00</b>
EXPENSE TOTALS		<b>\$139,451.64</b>	<b>\$142,656.00</b>	<b>\$142,656.00</b>	<b>\$90,140.81</b>	<b>\$143,508.00</b>
Fund A - General Totals						
REVENUE TOTALS		<b>\$42,823.27</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$25,933.87</b>	<b>\$50,000.00</b>
EXPENSE TOTALS		<b>\$139,451.64</b>	<b>\$142,656.00</b>	<b>\$142,656.00</b>	<b>\$90,140.81</b>	<b>\$143,508.00</b>
Fund A - General Total		<b>(\$96,628.37)</b>	<b>(\$72,656.00)</b>	<b>(\$72,656.00)</b>	<b>(\$64,206.94)</b>	<b>(\$93,508.00)</b>
Net Grand Totals						
REVENUE GRAND TOTALS		<b>\$42,823.27</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$25,933.87</b>	<b>\$50,000.00</b>
EXPENSE GRAND TOTALS		<b>\$139,451.64</b>	<b>\$142,656.00</b>	<b>\$142,656.00</b>	<b>\$90,140.81</b>	<b>\$143,508.00</b>

---

Net Grand Totals	(\$96,628.37)	(\$72,656.00)	(\$72,656.00)	(\$64,206.94)	(\$93,508.00)
------------------	---------------	---------------	---------------	---------------	---------------

2020 Salary Schedule (Position Budgeting)  
Telecommunication

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
8075	McLaughlin, Scott	Telecommunications Analyst	\$64,459.00	Full Time	Out of UnitFT	6/6/1990
	N/A / \$30.99	N/A / \$30.99				
		Telecomm Overtime	\$450.00			
	N/A / \$0.00	N/A / \$0.00				
		<b>2</b>	<b>\$64,909.00</b>			