



Information Technology – Legislative Committee Meeting

11.07.23

- APPROVAL OF MINUTES
 - 10.03.23 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - Offsite / Offline Backup Project Update
- NEW BUSINESS
 - VERTIV Contract Merging with Public Safety
 - FLEX Connection Standardization
- PERSONNEL
 - Nothing to Report
- RESOLUTIONS
 - K06 – TRANSFER FUNDS AND PURCHASE CAMERA HARDWARE
 - K13 – AUTHORIZE LEASE FOR EMPIRE ACCESS
 - K24 – AUTHORIZATION TO PROCEED WITH SHARED SERVICES AGREEMENT
 - K50 – TRANSFER AUTHORIZED CAPITAL PROJECT AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO FUND ACCESS CONTROL SYSTEM UPGRADE FOR PROBATION DEPARTMENT
- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

October 3rd, 2023, at 9:30 am

ATTENDANCE:

- Legislators: Jake Brown, Tracy Monell, Ron Ciotoli, Dennis Mullen, William Standinger and Martha Sauerbrey
 - Staff: Jeremy Loveland, CIO and Brandon Clark Deputy Director
 - Guests: Cathy Haskell
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- APPROVAL OF MINUTES: Approval of September 5th, 2023, Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Ron Ciotoli to approve the September 5th, 2023, Information Technology Committee Minutes as written. Motion carried.
 - FINANCIAL
 - Review of budget status and financial news
 - OLD BUSINESS
 - Offsite / Offline Backup Project Update
 - Backup appliance is installed and synchronizing all Virtual Servers. The tertiary, Offline/Offsite backup appliance has been delivered and is planned to be installed by the end of 2023.
 - Health and Human Services and Court Annex Security Project Update
 - The access control system at HHS has been installed and configured. Temporary badges have been replaced with permanent printed badges with the exception of stragglers who were not available during the two days when they were printed.
 - Department Access Control Manager training will be completed in the next few weeks.
 - NEW BUSINESS

- Information Security Office Report
- Village of Nichols – Kirby Park
 - The Village of Nichols has requested a proposal from Tioga County ITCS to install cameras at Kirby Park. A proposal has been provided and they would like to pursue this project.
- PERSONNEL
 - Nothing to Report
- RESOLUTIONS/PROCLAMATIONS
 - Nothing to Report
- EXECUTIVE SESSION
 - Legislator Monell motioned to move into Executive Session, seconded by Legislator Brown to discuss public safety matters at 9:41 a.m.
 - Legislator Mullen motioned to adjourn Executive session at 9:55 a.m., seconded by Legislator Brown.
- ADJOURNMENT
 - Legislator Mullen motioned to adjourn at 9:55 a.m., seconded by Legislator Ciotoli.

Review of 2023 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2023 11									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
A	General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
A1680 Information Technology									
A1680	412702	Shared Services- I	-210,072	0	-210,072	-214,573.74	.00	4,501.74	102.1%
A1680	412707	Shared Services- E	-90,000	0	-90,000	-3,588.00	.00	-86,412.00	4.0%*
A1680	422280	Data Processing/Pr	0	0	0	-463.30	.00	463.30	100.0%
A1680	424100	Rental Of County O	-5,000	0	-5,000	-4,500.00	.00	-500.00	90.0%*
A1680	430891	SSG21 State Aid Gr	0	-42,122	-42,122	.00	.00	-42,122.00	.0%*
A1680	510010	Full Time	548,395	0	548,395	407,966.43	.00	140,428.57	74.4%
A1680	520070	Chairs	0	380	380	373.05	.00	6.95	98.2%
A1680	540040	Books	250	0	250	.00	.00	250.00	.0%
A1680	540070	Car Maintenance	500	0	500	.00	.00	500.00	.0%
A1680	540140	Contracting Servic	58,880	-25,860	33,020	11,200.95	2,113.75	19,705.75	40.3%
A1680	540140	M7674 Contracting S	0	528,651	528,651	61,928.00	.00	466,722.92	11.7%
A1680	540140	SSG21 Contracting S	0	16,609	16,609	4,114.00	8,314.00	4,181.00	74.8%
A1680	540180	Dues	150	0	150	50.00	.00	100.00	33.3%
A1680	540220	Automobile Fuel	400	200	600	456.49	.00	143.51	76.1%
A1680	540320	Leased/Service Equ	5,500	0	5,500	792.02	355.00	4,352.98	20.9%
A1680	540350	Office Equip Maint	41,800	-1,861	39,939	32,692.33	.00	7,246.92	81.9%
A1680	540390	Mileage Expense	150	0	150	.00	.00	150.00	.0%
A1680	540420	Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%
A1680	540480	Postage	50	0	50	1.23	.00	48.77	2.5%
A1680	540485	Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%
A1680	540620	Software Expense	172,313	46,130	218,443	199,528.41	18,818.16	95.98	100.0%
A1680	540640	Supplies (Not Offi	4,500	1,150	5,650	5,160.40	.00	489.60	91.3%
A1680	540640	SSG21 supplies (Not	0	2,500	2,500	.00	.00	2,500.00	.0%
A1680	540660	Telephone	70,700	-2,000	68,700	46,215.10	.00	22,484.90	67.3%
A1680	540661	Telephone Maintena	24,500	0	24,500	23,304.00	.00	1,196.00	95.1%
A1680	540733	Training/All Other	5,000	-5,000	0	.00	.00	.00	.0%
A1680	581088	State Retirement F	46,168	0	46,168	37,245.28	.00	8,922.66	80.7%
A1680	583088	Social Security Fr	39,959	0	39,959	31,622.23	.00	8,336.47	79.1%
A1680	584088	Workers Compensati	9,795	0	9,795	8,324.90	.00	1,469.82	85.0%
A1680	585588	Disability Insuran	543	0	543	443.70	.00	99.18	81.7%
A1680	586088	Health Insurance F	166,015	0	166,015	84,834.06	.00	81,181.14	51.1%
A1680	588988	Eap Fringe	116	0	116	103.70	.00	12.78	89.0%
TOTAL Information Technology		893,112	518,777	1,411,889	733,231.24	29,600.91	649,056.94	54.0%	
TOTAL General Fund		893,112	518,777	1,411,889	733,231.24	29,600.91	649,056.94	54.0%	
TOTAL REVENUES		-305,072	-42,122	-347,194	-223,125.04	.00	-124,068.96		
TOTAL EXPENSES		1,198,184	560,899	1,759,083	956,356.28	29,600.91	773,125.90		

FOR 2023 11								
		ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
		APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL
GRAND TOTAL		893,112	518,777	1,411,889	733,231.24	29,600.91	649,056.94	54.0%

H1680 – Year-to-Date Capital Budget Report

FOR 2023 11								
ACCOUNTS FOR: H Capital Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
H1680 Information Technology								
H1680 430970 SSG21 State Aid - C	0	-61,400	-61,400	.00	.00	-61,400.00	.0%*	
H1680 520090 Computer	0	4,000	4,000	3,394.10	.00	605.90	84.9%	
H1680 520270 Telephone Equipmen	6,666	0	6,666	.00	.00	6,666.00	.0%	
H1680 520620 Software Expense	128,250	131,498	259,748	102,040.88	108,430.94	49,275.81	81.0%	
H1680 520620 M7674 Software Expe	0	64,914	64,914	20,728.89	.00	44,184.99	31.9%	
H1680 521090 Computer	66,167	100,096	166,263	131,989.61	14,080.66	20,192.43	87.9%	
H1680 521090 M7674 Computer-ARPA	0	5,086	5,086	5,086.12	.00	.00	100.0%	
H1680 521090 SSG21 Computer-Shar	0	2,303	2,303	.00	.00	2,302.52	.0%	
TOTAL Information Technology	201,083	246,496	447,579	263,239.60	122,511.60	61,827.65	86.2%	
TOTAL Capital Fund	201,083	246,496	447,579	263,239.60	122,511.60	61,827.65	86.2%	
TOTAL REVENUES	0	-61,400	-61,400	.00	.00	-61,400.00		
TOTAL EXPENSES	201,083	307,896	508,979	263,239.60	122,511.60	123,227.65		

FOR 2023 11								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	201,083	246,496	447,579	263,239.60	122,511.60	61,827.65	86.2%	

REFERRED TO: ITCS COMMITTEE
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -23 TRANSFER FUNDS AND
PURCHASE CAMERA HARDWARE

WHEREAS: The County Information Technology and Communication Services (ITCS) Department and Safety Department have determined a requirement for additional camera coverage at the 56 Main Street County Office and Health and Human Services Buildings; and

WHEREAS: One of the identified requirements is an additional Pan-Tilt-Zoom long-range camera to be installed at the Health and Human Services Building; and

WHEREAS: The second identified requirement is for an additional bullet camera covering the entrance of the 56 Main Street County Office Building for use as a License Plate Reader; and

WHEREAS: The purchase of one (1) Verkada CM52-E PTZ camera, one (1) Verkada CB62-E Bullet camera and two (2) Ten-year camera licenses will be made using the PEPPM Cooperative Purchasing Program; and

WHEREAS: The purchase will be funded utilizing American Recovery Plan Act funds which are currently allocated to account CI8042 540140 M7674; and

WHEREAS: The Information Technology and Communication Services Department needs to place the funds into the appropriate accounts H1680 521090 M7674 and H1680 520620 M7674; and

WHEREAS: Legislative approval is needed to amend or modify budget and appropriate funds; therefore be it

RESOLVED: That the following funds be transferred and the 2023 budget be modified as follows:

FROM:	CI8042 540140 M7674 Contracting Services-ARPA	\$5,951.36
TO:	H1680 521090 M7674 Computer- ARPA	\$3,605.18
	H1680 520620 M7674 Software Expense-ARPA	\$2,346.18

And be it further

RESOLVED: That the Tioga County Legislature authorizes the purchase one (1) Verkada CM52-E PTZ camera, one (1) Verkada CB62-E Bullet camera and two (2) Ten-year camera licenses from Infnit Technology Solutions, 7037 Fly Road, East

Syracuse, NY 13057 using the PEPPM Purchasing Program, not to exceed \$5,951.36, to be paid out of the following accounts:

H1680 521090 M7674 Computer -ARPA	\$3,605.18
H1680 520620 M7674 Software Expense-ARPA	\$2,346.18

REFERRED TO:

ITCS COMMITTEE

RESOLUTION NO. -23

AUTHORIZATION LEASE FOR EMPIRE ACCESS

WHEREAS: The Tioga County Legislature recognizes the importance of quality Internet services for businesses and residents within the county borders; and

WHEREAS: The ITCS department has helped facilitate that development through work with Empire Access, providing a "POP" (Point of Presence) location in the County data center that can be utilized by providers to connect to the Empire Access fiber optic network; and

WHEREAS: The provider Empire Access has approached the County to lease space to maintain a data rack at a rate of \$250 per month for a lease term of 5 years, renewable 3 times for a total of 15 years; and

WHEREAS: The provider Empire Access will discount the County's monthly recurring Business Internet Services fees at the rate of \$250 per month as payment for this lease agreement; therefore be it

RESOLVED: That the Chair of the Tioga County Legislature is hereby authorized to sign the associated lease agreement with Empire Access at a rate of \$250 per month for a lease term of 5 years, renewable three times for a total of 15 years, in accordance with Local Law 4 of 2001

REFERRED TO: ITCS COMMITTEE

RESOLUTION NO. -23 AUTHORIZATION TO PROCEED WITH
SHARED SERVICES AGREEMENT

WHEREAS: The Tioga County Legislature recognizes the need to maintain efficient government operations and achieve cost savings for services where applicable; and

WHEREAS: The Information Technology and Communication Services Department has conducted extensive work with the municipality of Candor (Town) to identify and plan a shared IT services arrangement to be implemented in 2023; and

WHEREAS: This process has identified that implementing shared services with the Town of Candor will achieve a cost savings for the municipality and provide revenue to the County to offset existing service costs; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes the Legislative Chair to sign paperwork associated with the shared services agreement for the Town of Candor, contingent upon review and approval by the County Attorney and Chief Information Officer.

REFERRED TO: ITCS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23 TRANSFER AUTHORIZED CAPITAL PROJECT
AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO
FUND ACCESS CONTROL SYSTEM UPGRADE FOR
PROBATION DEPARTMENT

WHEREAS: The Chief Information Officer has identified a need and made a recommendation to the Tioga County Legislature for the installation of an additional door reader and electric strike and the upgrade of existing intercom system within the Probation Department; and

WHEREAS: American Rescue Plan Act "ARPA" funds have been appropriated in the Tioga County 2023 Capital Budget in account H1680 520620 M7674 for use specifically as designated by the Tioga County Legislature for Access Control; and

WHEREAS: The Chief Information Officer would like to designate \$4,934.32 of those American Rescue Plan Act "ARPA" funds for use in the purchase of necessary Access Control Hardware and licenses at the Tioga County Probation Department; and

WHEREAS: The Tioga County Legislature shall oversee and authorize all ARPA expenditures whether budgeted or not; and

WHEREAS: Legislative approval is needed to amend the ITCS 2023 Capital Budget and transfer funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the ITCS 2023 Capital Budget:

From: H1680 520620 M7674	Software Expense – ARPA	\$4,934.32
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To: H1680 521090 M7674	Computer – ARPA	\$4,934.32
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And be it further

RESOLVED: The Chief Information Officer is authorized to purchase (1) Verkada AD33 Multi-format Card Reader with associated 10-year door license and (1) Verkada TD52 Video Intercom with associated 10-year Intercom License and one electric door strike and installation with ARPA funds appropriated from the following accounts for no more than the amount requested:

From: H1680 521090 M7674	Computer – ARPA	\$4,934.32
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