



## Information Technology – Legislative Committee Meeting

1.02.24

- APPROVAL OF MINUTES
  - 12.05.23 IT Legislative Committee Meeting
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - Server Host Project
- NEW BUSINESS
  - 2024 Cyber Awareness Training
  - 2024 ITCS Training Plan
- PERSONNEL
  - Jeremy Loveland, Chief Information Officer U.S. Navy Annual Training from January 8, 2024, through February 2, 2024.
- RESOLUTIONS
  - A11 - AUTHORIZE TO RENEW THREE-YEAR SaaS AGREEMENT WITH ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.
  - A17 - BUDGET TRANSFER TO FUND OFFICE 365 SUBSCRIPTION
- PROCLAMATIONS
  - Nothing to Report
- ADJOURNMENT



## INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

December 5<sup>th</sup>, 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
  
- APPROVAL OF MINUTES: Approval of November 7<sup>th</sup>, 2023, Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Dennis Mullen to approve the November 7<sup>th</sup>, 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 primary backup appliance has been configured and is operational. The tertiary backup device is configured and is also operational. This appliance will be relocated to the offsite location very soon.
  
- NEW BUSINESS
  - FLEX Connection Standardization
    - The ITCS Department is working with the Emergency Management Office and the County Attorney's office to finalize the FLEX Connection Agreement. This agreement will be used for Tioga County municipalities to connect vehicles to the County's Computer Aided Dispatch system.
  - NYSP FLEX Connection

- Significant progress has been made in connecting the NYSP to the County CAD system. All routing, and session issues have been resolved. The only issue remaining is related to GIS mapping. That issue has been identified by NYS ITS and will be resolved within the week.
- MUNIS Outage
  - MUNIS experienced an outage on Monday. An after-action report (AAR) is being completed and will be provided following the investigation of the circumstances. All services were able to be restored with zero data loss.
- PERSONNEL
  - Nothing to Report
- RESOLUTIONS/PROCLAMATIONS
  - Nothing to Report
- EXECUTIVE SESSION
  - Legislator Monell motioned to move into Executive Session, seconded by Legislator Ciotoli to discuss public safety matters at 9:42 a.m.
  - Legislator Brown motioned to adjourn Executive Session at 9:50 a.m., seconded by Legislator Mullen.
- ADJOURNMENT
  - Legislator Monell motioned to adjourn at 9:50 a.m., seconded by Legislator Ciotoli.

# Review of 2023 Budget and Financial News

## A1680 – Year-to-Date Budget Report

| FOR 2023 12                         |           |          |           |              |              |            |         |  |
|-------------------------------------|-----------|----------|-----------|--------------|--------------|------------|---------|--|
| ACCOUNTS FOR:                       | ORIGINAL  | TRANFRS/ | REVISED   | YTD          | ENCUMBRANCES | AVAILABLE  | PCT     |  |
| A General Fund                      | APPROP    | ADJSTMTS | BUDGET    | ACTUAL       |              | BUDGET     | USE/COL |  |
| <b>A1680 Information Technology</b> |           |          |           |              |              |            |         |  |
| A1680 412702 Shared Services- I     | -210,072  | 0        | -210,072  | -221,269.01  | .00          | 11,197.01  | 105.3%  |  |
| A1680 412707 Shared Services- E     | -90,000   | 0        | -90,000   | -106,414.34  | .00          | 16,414.34  | 118.2%  |  |
| A1680 422280 Data Processing/Pr     | 0         | 0        | 0         | -670.68      | .00          | 670.68     | 100.0%  |  |
| A1680 424100 Rental Of County O     | -5,000    | 0        | -5,000    | -5,400.00    | .00          | 400.00     | 108.0%  |  |
| A1680 430891 SSG21 State Aid Gr     | 0         | -42,122  | -42,122   | .00          | .00          | -42,122.00 | 0.0%*   |  |
| A1680 510010 Full Time              | 548,395   | 0        | 548,395   | 486,434.85   | .00          | 61,960.15  | 88.7%   |  |
| 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    | -38,860  | 20,020    | 17,561.31    | .00          | 2,459.14   | 87.7%   |  |
| 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     | .00          | 12,495.00  | 24.8%   |  |
| A1680 540180 Dues                   | 150       | 0        | 150       | 50.00        | .00          | 100.00     | 33.3%   |  |
| A1680 540220 Automobile Fuel        | 400       | 200      | 600       | 534.40       | .00          | 65.60      | 89.1%   |  |
| A1680 540320 Leased/Service Equ     | 5,500     | -4,000   | 1,500     | 709.46       | .00          | 790.54     | 47.3%   |  |
| A1680 540350 Office Equip Maint     | 41,800    | -8,861   | 32,939    | 32,692.33    | .00          | 246.92     | 99.3%   |  |
| A1680 540390 Mileage Expense        | 150       | 0        | 150       | .00          | .00          | 150.00     | .0%     |  |
| A1680 540420 Office Supplies        | 1,500     | 0        | 1,500     | 131.25       | .00          | 1,368.75   | 8.8%    |  |
| A1680 540480 Postage                | 50        | 0        | 50        | 1.23         | .00          | 48.77      | 2.5%    |  |
| A1680 540485 Printing/Paper         | 1,000     | 0        | 1,000     | 986.00       | .00          | 14.00      | 98.6%   |  |
| A1680 540620 Software Expense       | 172,313   | 80,130   | 252,443   | 199,763.17   | 7,895.50     | 44,783.88  | 82.3%   |  |
| A1680 540640 Supplies (Not Offi     | 4,500     | 1,150    | 5,650     | 5,508.55     | .00          | 141.45     | 97.5%   |  |
| A1680 540640 SSG21 Supplies (Not    | 0         | 2,500    | 2,500     | .00          | .00          | 2,500.00   | .0%     |  |
| A1680 540660 Telephone              | 70,700    | -12,000  | 58,700    | 58,457.87    | .00          | 242.13     | 99.6%   |  |
| 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    | 44,652.48    | .00          | 1,515.46   | 96.7%   |  |
| A1680 583088 Social Security Fr     | 39,959    | 0        | 39,959    | 37,456.45    | .00          | 2,502.25   | 93.7%   |  |
| A1680 584088 Workers Compensati     | 9,795     | 0        | 9,795     | 9,891.94     | .00          | -97.22     | 101.0%* |  |
| A1680 585588 Disability Insuran     | 543       | 0        | 543       | 527.22       | .00          | 15.66      | 97.1%   |  |
| A1680 586088 Health Insurance F     | 166,015   | 0        | 166,015   | 98,770.66    | .00          | 67,244.54  | 59.5%   |  |
| A1680 588988 Eap Fringe             | 116       | 0        | 116       | 123.22       | .00          | -6.74      | 105.8%* |  |
| TOTAL Information Technology        | 893,112   | 518,777  | 1,411,889 | 750,217.41   | 7,895.50     | 653,776.18 | 53.7%   |  |
| TOTAL General Fund                  | 893,112   | 518,777  | 1,411,889 | 750,217.41   | 7,895.50     | 653,776.18 | 53.7%   |  |
| TOTAL REVENUES                      | -305,072  | -42,122  | -347,194  | -333,754.03  | .00          | -13,439.97 |         |  |
| TOTAL EXPENSES                      | 1,198,184 | 560,899  | 1,759,083 | 1,083,971.44 | 7,895.50     | 667,216.15 |         |  |

| FOR 2023 12 |          |          |           |            |              |            |         |  |
|-------------|----------|----------|-----------|------------|--------------|------------|---------|--|
|             | ORIGINAL | TRANFRS/ | REVISED   | YTD        | ENCUMBRANCES | AVAILABLE  | PCT     |  |
|             | APPROP   | ADJSTMTS | BUDGET    | ACTUAL     |              | BUDGET     | USE/COL |  |
| GRAND TOTAL | 893,112  | 518,777  | 1,411,889 | 750,217.41 | 7,895.50     | 653,776.18 | 53.7%   |  |

# H1680 – Year-to-Date Capital Budget Report

| FOR 2023 12                         |          |          |         |            |              |            |         |  |
|-------------------------------------|----------|----------|---------|------------|--------------|------------|---------|--|
| ACCOUNTS FOR:                       | ORIGINAL | TRANFRS/ | REVISED | YTD        | ENCUMBRANCES | AVAILABLE  | PCT     |  |
| H Capital Fund                      | APPROP   | ADJSTMTS | BUDGET  | ACTUAL     |              | BUDGET     | USE/COL |  |
| <b>H1680 Information Technology</b> |          |          |         |            |              |            |         |  |
| 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   | 3,907.88   | .00          | 92.12      | 97.7%   |  |
| H1680 520270 Telephone Equipmen     | 6,666    | 0        | 6,666   | .00        | .00          | 6,666.00   | .0%     |  |
| H1680 520620 Software Expense       | 128,250  | 136,498  | 264,748 | 145,192.38 | 117,435.00   | 2,120.25   | 99.2%   |  |
| H1680 520620 M7674 Software Expe    | 0        | 62,326   | 62,326  | 23,075.07  | .00          | 39,250.67  | 37.0%   |  |
| H1680 521090 Computer               | 66,167   | 95,096   | 161,263 | 152,772.24 | 5,920.12     | 2,570.34   | 98.4%   |  |
| H1680 521090 M7674 Computer-ARPA    | 0        | 13,626   | 13,626  | 12,463.76  | 1,161.86     | .00        | 100.0%  |  |
| H1680 521090 SSG21 Computer-Shar    | 0        | 2,303    | 2,303   | .00        | .00          | 2,302.52   | .0%     |  |
| TOTAL Information Technology        | 201,083  | 252,448  | 453,530 | 337,411.33 | 124,516.98   | -8,398.10  | 101.9%  |  |
| TOTAL Capital Fund                  | 201,083  | 252,448  | 453,530 | 337,411.33 | 124,516.98   | -8,398.10  | 101.9%  |  |
| TOTAL REVENUES                      | 0        | -61,400  | -61,400 | .00        | .00          | -61,400.00 |         |  |
| TOTAL EXPENSES                      | 201,083  | 313,848  | 514,930 | 337,411.33 | 124,516.98   | 53,001.90  |         |  |
| <b>FOR 2023 12</b>                  |          |          |         |            |              |            |         |  |
|                                     | ORIGINAL | TRANFRS/ | REVISED | YTD        | ENCUMBRANCES | AVAILABLE  | PCT     |  |
|                                     | APPROP   | ADJSTMTS | BUDGET  | ACTUAL     |              | BUDGET     | USE/COL |  |
| GRAND TOTAL                         | 201,083  | 252,448  | 453,530 | 337,411.33 | 124,516.98   | -8,398.10  | 101.9%  |  |

REFERRED TO: ITCS COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE TO RENEW THREE-YEAR SaaS  
AGREEMENT WITH ENVIRONMENTAL SYSTEMS  
RESEARCH INSTITUTE, INC.

WHEREAS: The Tioga County Information Technology and Communication Services department has a current Software as a Service (SaaS) agreement with Environmental Systems Research Institute, Inc. (ESRI); and

WHEREAS: The Tioga County Information Technology and Communication Services department's three-year Agreement with ESRI expired on December 31, 2023; and

WHEREAS: The Chief Information Officer and GIS Manager have negotiated a locked price for three years at an annual cost of \$39,700.00; and

WHEREAS: Funding will be provided for using Information Technology and Communication Services Capital funds H1680 520620 (Software) at a cost of \$39,700.00 per year; therefore be it

RESOLVED: That the Chair of the County Legislature is authorized to execute an agreement between Tioga County and Environmental Systems Research Institute, Inc. upon review by the County Attorney.

REFERRED TO: ITCS COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24 BUDGET TRANSFER TO FUND OFFICE 365  
SUBSCRIPTION

WHEREAS: Resolution 409-23 authorized the renewal and updating of existing Microsoft Enterprise Agreement; and

WHEREAS: Resolution 409-23 authorized the funding of this agreement using Capital Software H1680-520620 account; 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 2024 budget be modified as follows:

|       |              |                          |              |
|-------|--------------|--------------------------|--------------|
| FROM: | H.387804     | Capital Software Reserve | \$102,000.00 |
| TO:   | H1680 520620 | Capital Software Expense | \$102,000.00 |