



## Information Technology – Legislative Committee Meeting

08.02.22

- APPROVAL OF MINUTES
  - 07.05.22 IT Legislative Committee Meeting
- FINANCIAL
  - Review of Budget Status and Financial News
  - 2023 Budget Presentation
- OLD BUSINESS
  - Storage Area Network (SAN) Devices
  - Village of Owego Onboarding Update
- NEW BUSINESS
  - Information Security Officer Report
- PERSONNEL
  - Deputy Director of ITCS
- RESOLUTIONS
  - Nothing to Report
- PROCLAMATIONS
  - Nothing to Report
- ADJOURNMENT



## INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

July 5<sup>th</sup>, 2022 at 9:00am

- ATTENDANCE:
  - Legislators: W. Jake Brown, Tracy Monell, Ron Ciotoli , Dennis M. Mullen, William Standinger and Martha Sauerbrey
  - Staff: Jeremy Loveland, CIO, Cuyler Kochin and Susan Haskett, ISO
  - Guests: Cathy Haskell
- APPROVAL OF MINUTES: Approval of June 3<sup>rd</sup> 2022 Information Technology Committee Minutes: Legislator Dennis Mullen made the motion, seconded by Legislator Tracy Monell to approve the June 3<sup>rd</sup> 2022 Information Technology Committee Minutes as written. Motion carried.
- FINANCIAL: The budget is tracking very well. We are expected to receive \$78,000 from New York State at any time.
- OLD BUSINESS:
  - Storage Area Network (SAN) Devices: They are in, installed and 90% functional.
  - Village of Owego Onboarding Update: We are continuing the process of bringing the Village of Owego on board.
  - Town of Candor Onboarding Update: We are still working on this project.
- NEW BUSINESS
  - Information Security Officer Report:
    - Business Continuity Policy is finished, and we are waiting for the plan to come from FoxPointe to review.
    - Review of the new employee security awareness training was done. It is very good.
    - Webinar on Ransomware shows one of the newest best defenses is to use a different password for all the websites, applications and services.
    - Send out an email to all users on hovering over a URL

- PERSONNEL
  - Nothing to Report
- RESOLUTIONS
  - Nothing to Report
- PROCLAMATIONS
  - Nothing to Report
- ADJOURNMENT at 9:45am



# Review of 2022 Budget and Financial News

## A1680 – Year-to-Date Budget Report

FOR 2022 08									
ACCOUNTS	FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
A	General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
<b>A1680 Information Technology</b>									
A1680	412702	Shared Services- I	-210,072	0	-210,072	-75,796.29	.00	-134,275.71	36.1%*
A1680	412707	Shared Services- E	-90,000	0	-90,000	.00	.00	-90,000.00	.0%*
A1680	422280	Data Processing/Pr	0	0	0	-146.68	.00	146.68	100.0%
A1680	424100	Rental Of County O	-5,000	0	-5,000	-4,500.00	.00	-500.00	90.0%*
A1680	427010	Refunds Of Prior Y	0	0	0	-5,964.03	.00	5,964.03	100.0%
A1680	430891	SSG21 State Aid Gr	0	-42,122	-42,122	.00	.00	-42,122.00	.0%*
A1680	510010	Full Time	516,192	0	516,192	236,360.77	.00	279,831.23	45.8%
A1680	510050	All Other(On Call,	0	0	0	1,500.00	.00	-1,500.00	100.0%*
A1680	520270	M7674 Telephone Equ	0	40,000	40,000	34,959.25	.00	5,040.75	87.4%
A1680	540040	Books	250	0	250	.00	.00	250.00	.0%
A1680	540070	Car Maintenance	500	0	500	53.02	.00	446.98	10.6%
A1680	540140	Contracting Servic	58,880	0	58,880	7,342.92	117.00	51,420.08	12.7%
A1680	540140	M7674 Contracting S	0	563,628	563,628	331,328.00	11,129.08	221,170.92	60.8%
A1680	540140	SSG21 Contracting S	0	39,622	39,622	23,013.00	.00	16,609.00	58.1%
A1680	540180	Dues	150	0	150	50.00	.00	100.00	33.3%
A1680	540220	Automobile Fuel	400	0	400	212.42	.00	187.58	53.1%
A1680	540320	Leased/Service Equ	5,500	0	5,500	-1,148.36	.00	6,648.36	-20.9%
A1680	540350	Office Equip Maint	41,800	0	41,800	37,301.19	.00	4,498.81	89.2%
A1680	540390	Mileage Expense	150	0	150	.00	.00	150.00	.0%
A1680	540420	Office Supplies	1,500	0	1,500	260.31	.00	1,239.69	17.4%
A1680	540480	Postage	50	0	50	.00	.00	50.00	.0%
A1680	540485	Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%
A1680	540620	Software Expense	172,313	0	172,313	87,725.95	.00	84,587.05	50.9%
A1680	540640	Supplies (Not Offi	4,500	0	4,500	1,875.32	.00	2,624.68	41.7%
A1680	540640	SSG21 Supplies (Not	0	2,500	2,500	.00	.00	2,500.00	.0%
A1680	540660	Telephone	70,700	0	70,700	39,058.86	.00	31,641.14	55.2%
A1680	540661	Telephone Maintena	24,500	0	24,500	18,724.80	.00	5,775.20	76.4%
A1680	540733	Training/All Other	5,000	0	5,000	200.00	.00	4,800.00	4.0%
A1680	581088	State Retirement F	46,168	0	46,168	26,078.91	.00	20,089.03	56.5%
A1680	583088	Social Security Fr	39,959	0	39,959	18,917.61	.00	21,041.09	47.3%
A1680	584088	Workers Compensati	9,795	0	9,795	5,190.82	.00	4,603.90	53.0%
A1680	585588	Disability Insuran	543	0	543	276.66	.00	266.22	51.0%
A1680	586088	Health Insurance F	166,015	0	166,015	73,293.00	.00	92,722.20	44.1%
A1680	588988	Eap Fringe	116	0	116	59.36	.00	57.12	51.0%
TOTAL Information Technology		860,909	603,628	1,464,537	856,226.81	11,246.08	597,064.03	59.2%	
TOTAL General Fund		860,909	603,628	1,464,537	856,226.81	11,246.08	597,064.03	59.2%	
TOTAL REVENUES		-305,072	-42,122	-347,194	-86,407.00	.00	-260,787.00		
TOTAL EXPENSES		1,165,981	645,750	1,811,731	942,633.81	11,246.08	857,851.03		
<b>FOR 2022 08</b>									
GRAND TOTAL		860,909	603,628	1,464,537	856,226.81	11,246.08	597,064.03	59.2%	

# H1680 – Year-to-Date Capital Budget Report

FOR 2022 08								
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 520620 Software Expense	100,000	0	100,000	76,683.33	.00	23,316.67	76.7%	
H1680 520620 M7674 Software Expe	0	60,000	60,000	.00	.00	60,000.00	.0%	
H1680 521090 Computer	90,000	0	90,000	28,120.88	1,550.40	60,328.72	33.0%	
H1680 521090 SSG21 Computer-Shar	0	61,400	61,400	59,097.48	.00	2,302.52	96.2%	
TOTAL Information Technology	190,000	60,000	250,000	163,901.69	1,550.40	84,547.91	66.2%	
TOTAL Capital Fund	190,000	60,000	250,000	163,901.69	1,550.40	84,547.91	66.2%	
TOTAL REVENUES	0	-61,400	-61,400	.00	.00	-61,400.00		
TOTAL EXPENSES	190,000	121,400	311,400	163,901.69	1,550.40	145,947.91		

FOR 2022 08								
	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
GRAND TOTAL	190,000	60,000	250,000	163,901.69	1,550.40	84,547.91	66.2%	



TIOGA COUNTY, NEW YORK

# 2023 ITCS Budget Presentation

July 18, 2022

**Jeremy Loveland**, Chief Information Officer

[LovelandJ@TiogaCountyNY.gov](mailto:LovelandJ@TiogaCountyNY.gov)

Information Technology and Communication Services

56 Main Street Owego, NY 13827

607-687-8294 Office Phone

607-223-7004 Fax

[www.TiogaCountyNY.gov](http://www.TiogaCountyNY.gov)

**TIOGA COUNTY, NEW YORK**

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# 2023 Budget Directives

## Operating Budget Directive:

- Departments are to use their 2022 Original Budget as a baseline for their 2023 Departmental Budget
- There shall be NO increase to any expense line
  - With the exception of Salaries and Employee Benefits as provided by Personnel
  - Note: ANY increase from the 2022 Original Budget requires Legislative approval.
- Any decrease in Revenue (including reductions in Federal / State Aid) shall require an offset to an Expense in order to maintain a "Zero" Base County Local Share.

## New Position Directive

- There shall be no new positions added to the 2023 Budget without Legislative Committee and Personnel approval.
- Position and Title changes are to be reviewed with Personnel prior to Legislative Committee.

## Capital Budget Directive:

- Any and all Capital Budget requests must be presented on a 5-Year plan to the Tioga County Legislature in July.
  - All Capital Equipment Requests shall be reviewed by the Public Works Commissioner and are to be included in the 5-Year Capital Plan.
  - All IT Equipment Requests for Computer and Technology needs shall be reviewed by the CIO and are to be included in the IT 5-Year Plan.
- The Tioga County Legislature shall agree on all proposed IT requests.
- Position/Title changes must have supporting documentation detailing salary cost, as well as fringe estimates to be provided to the Budget Officer for review upon approval.
- Succession planning related to changes require Legislative Committee approval.





# 2023 Budget Process

## Step One: 5-Year Budget Analysis

- All accounts were analyzed for total budgeted, total expended and usage percentage for the last full five years. (2017 – 2021)
- 5-year averages were established for all current accounts, with an emphasis on A1680 operational budget accounts.

## Step Two: 2021 and 2022 Deep Budget Analysis

- The current budget (2022) and last full budget (2021) were analyzed deeper to identify current requirements.
- All PREPAID expenditures were identified and verified.

## Step Three: Account Reductions Identified / Adjusted

- Based on the 5-Year analysis and recent expenditure analysis, several accounts were identified for reduction of budgeted amounts.
- All other account balances from 2022 were used in the 2023 budget draft.



# A1680 – Operational Budget Proposal

Account	Description	5 Year Average (2017 - 2021)			2023		2022		
		Budgeted	Expended	% Used	Budgeted	Notes	Budgeted	Expended	% Used
510010	Salary Full Time	\$479,167.40	\$467,952.74	97.28%	\$516,192.00		\$516,192.00	\$219,528.17	42.53%
540040	Books	\$270.00	\$0.00	0.00%	\$0.00	Eliminated due to usage trend	\$250.00	\$0.00	\$0.00
540070	Car Maintenance	\$660.00	\$135.63	19.62%	\$200.00	Reduced due to usage trend	\$500.00	\$53.06	10.61%
540140	Contracted Services	\$66,221.50	\$57,179.07	86.12%	\$20,000.00	Reduced - anticipated manning changes	\$58,880.00	\$7,342.92	12.47%
540180	Dues	\$190.00	\$60.00	30.00%	\$75.00	Reduced due to usage trend	\$150.00	\$50.00	33.33%
540220	Auto Fuel	\$530.00	\$123.52	24.32%	\$400.00		\$400.00	\$179.22	44.81%
540320	Leased Equipment	\$7,420.00	\$6,756.15	92.82%	\$5,000.00	Reduced due to usage trend	\$5,500.00	-\$878.36	-15.97%
540350	Office Equipment Maintenance	\$44,860.00	\$35,201.34	78.34%	\$41,800.00		\$41,800.00	\$37,301.19	89.24%
540390	Mileage	\$150.00	\$0.00	0.00%	\$150.00		\$150.00	\$0.00	0.00%
540420	Office Supplies	\$1,660.00	\$1,044.97	63.57%	\$1,000.00	Reduced due to usage trend	\$1,500.00	\$260.31	17.35%
540480	Postage	\$80.00	\$18.08	28.05%	\$50.00		\$50.00	\$0.00	0.00%
540485	Print Paper	\$1,200.00	\$408.25	33.87%	\$500.00	Reduced due to usage trend	\$1,000.00	\$0.00	0.00%
540620	Software	\$134,077.92	\$136,373.58	102.03%	\$150,000.00	Reduced due to usage trend	\$172,313.00	\$87,708.46	50.90%
540640	Supplies	\$4,000.00	\$4,532.60	113.32%	\$4,500.00		\$4,500.00	\$1,835.70	40.79%
540660	Telephone	\$58,867.20	\$56,848.66	98.32%	\$70,000.00	Reduced due to usage trend	\$70,700.00	\$30,503.30	43.14%
540661	Telephone Maintenance	\$19,000.00	\$20,052.02	213.10%	\$24,500.00		\$24,500.00	\$18,724.80	76.43%
540733	Training	\$6,200.00	\$2,043.23	31.71%	\$2,000.00	Reduced due to usage trend	\$5,000.00	\$200.00	4.00%
581088	State Retirement	\$54,311.00	\$59,437.01	109.79%	\$46,167.94		\$46,167.94	\$24,363.53	52.77%
583088	Social Security	\$36,378.20	\$34,042.69	93.73%	\$39,958.70		\$39,958.70	\$17,685.62	44.26%
584088	Workers Compenstaion	\$13,645.07	\$13,498.37	98.86%	\$9,794.72		\$9,794.72	\$4,848.03	49.50%
585588	Disability Insurance	\$965.29	\$875.14	90.54%	\$542.39		\$542.88	\$258.39	47.60%
586088	Health Insurance	\$140,603.73	\$134,063.10	95.01%	\$166,015.20		\$166,015.20	\$68,406.80	41.21%
588988	EAP	\$141.75	\$136.96	97.11%	\$116.48		\$116.48	\$55.44	47.60%
					\$1,098,962.43			\$1,165,980.92	





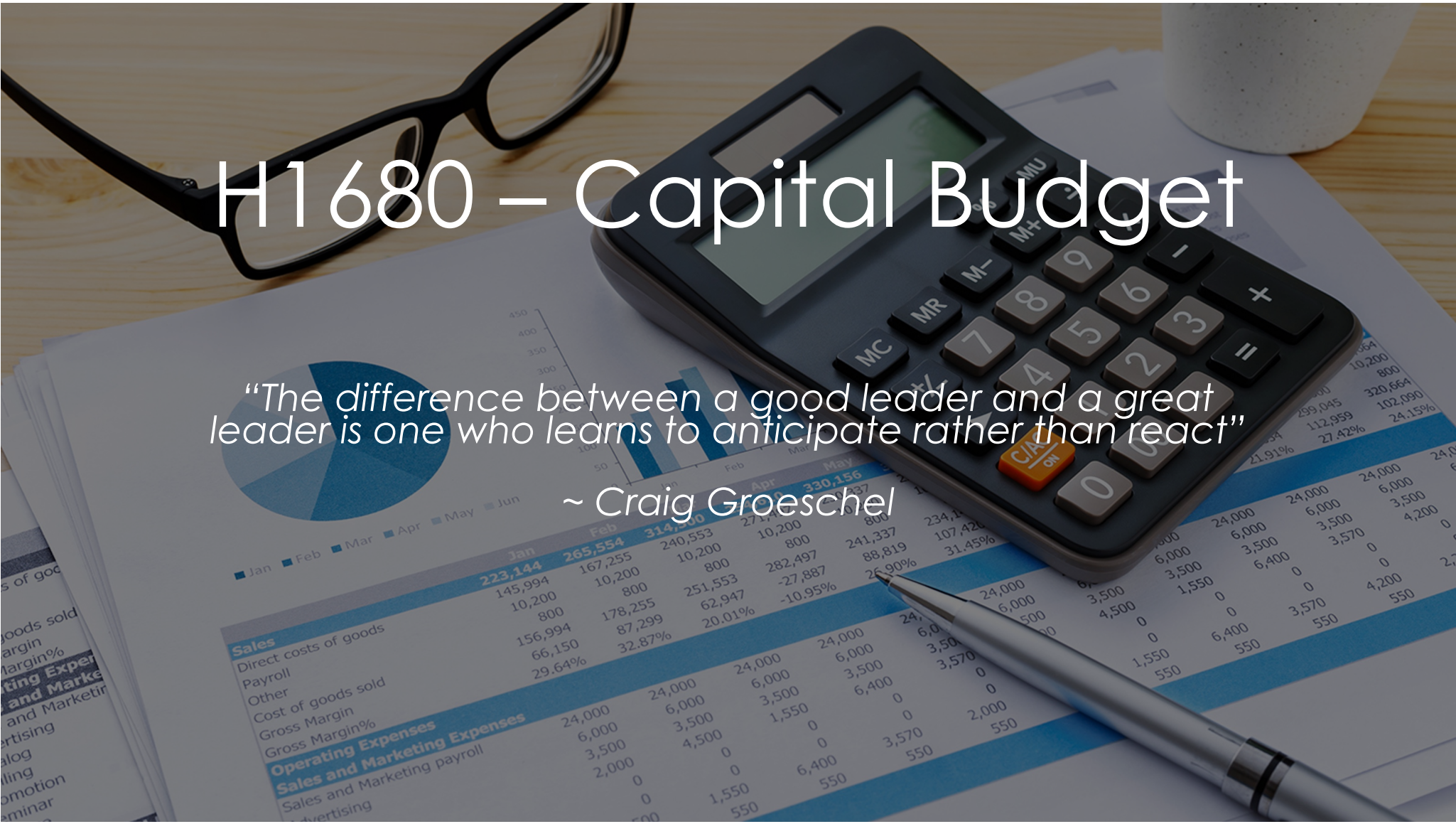
## 2023 A1680 Budget Notes

- Ten Accounts Reduced or Eliminated due to detailed analysis of current requirements
- Total Operational Budget reduction is \$67,018.49

# H1 680 – Capital Budget

*"The difference between a good leader and a great leader is one who learns to anticipate rather than react"*

*~ Craig Groeschel*



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	Jan	Feb	Mar	Apr	May	Jun
<b>Sales</b>	223,144	265,554	314,550	271,400	330,156	298,837
Direct costs of goods	145,994	167,255	240,553	10,200	800	234,100
Payroll	10,200	800	251,553	282,497	88,819	107,420
Other	800	178,255	62,947	-27,887	26,900	31,450
Cost of goods sold	156,994	87,299	20,01%			
Gross Margin%	29.64%	32.87%				
<b>Operating Expenses</b>	24,000	24,000	24,000	6,000	3,500	3,570
<b>Sales and Marketing Expenses</b>	6,000	3,500	1,550	0	0	2,000
Sales and Marketing payroll	2,000	0	0	6,400	3,570	550
Advertising	0	0	1,550	550		





## 2023 H1 680 Budget Notes

- Shift from a current year focus, to preparing for future requirements
- Implementing reserve accounts for large future expenses
- Increased but predictable and consistent yearly Capital budgets
- Largest infrastructure need are the end of life server hosts

# H1 680 – Capital Budget Proposal

Description	Total Cost	Implementation year	2022	2023	2024	2025	2026	2027	2028
Computers	\$15,000.00	Annual	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Monitors	\$4,000.00	Annual	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Tablets	\$3,000.00	Annual	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
SANs	\$120,000.00	2028	\$16,666.66	\$16,666.66	\$16,666.66	\$16,666.66	\$16,666.66	\$16,666.66	\$16,666.66
Data Hardware	\$75,000.00	2024	\$25,000.00	\$25,000.00	\$25,000.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00
Server Hosts	\$10,000.00	2023	\$60,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Wireless Infrastructure	\$10,000.00	2025	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Exchange Server Upgrade	\$45,000.00	2025	\$11,250.00	\$11,250.00	\$11,250.00	\$11,250.00	\$9,000.00	\$9,000.00	\$9,000.00
Software		Annual	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00
Large Format Scanner - County Clerk	\$10,000.00	2024	\$3,333.00	\$3,333.00	\$3,333.00	\$1,666.00	\$1,666.00	\$1,666.00	\$1,666.00
Plotter / Scanner	\$10,000.00	2025	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$1,666.00	\$1,666.00	\$1,666.00
Voting Machines	\$10,000.00	2025	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$1,666.00	\$1,666.00	\$1,666.00
GIS Flights	\$25,000.00	Annual						\$25,000.00	\$25,000.00
Phone System Upgrades	\$40,000.00	2028		\$6,666.00	\$6,666.00	\$6,666.00	\$6,666.00	\$6,666.00	\$6,666.00
Firewall Upgrade	\$12,000.00	2027	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
			\$252,750.00	\$209,415.00	\$209,415.00	\$209,415.00	\$209,415.00	\$234,415.00	\$234,415.00

