



Buildings & Grounds Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Tuesday, January 11, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:05 AM by Committee Chair Paul Heider

Attendee Name	Organization	Title	Status	Arrived	Departed
Douglas Bentley	Cortland County, NY	Committee Member	Present		10:20 AM
Beau Harbin	Cortland County, NY	Committee Member	Present		
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present		
Ann Homer	Cortland County, NY	Committee Member	Present		
Paul Heider	Cortland County, NY	Committee Chair	Present		
Joseph Nauseef	Cortland County, NY	Committee Member	Present		
Eugene Waldbauer	Cortland County, NY	Committee Member	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Jack Hess	Cortland County, NY	Director, Information Technology	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present		
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present		
Kelly L. Fairchild-Preston	Cortland County, NY	Board Member	Present		
Christopher Newell	Cortland County, NY	Board Member	Present		
Andrea Herzog	Cortland County, NY	Director of Finance	Remote		
Valerie Puma	Cortland Standard	Reporter	Remote		

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Dec 1, 2021 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ann Homer, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Bentley, Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Steps Rehabilitation - Buildings and Grounds Department

RESULT:	APPROVED [6 TO 0]
	Next: 1/27/2022 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Ann Homer, Committee Member
AYES:	Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer
AWAY:	Douglas Bentley

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Steps Rehabilitation - Buildings and Grounds Department

WHEREAS, the Cortland County Courthouse exterior stairs have reached the end of their useful life and are in need of repair and replacement, AND

WHEREAS, Bell & Spina Architects of 215 Wyoming Street Syracuse, NY 13204, has the expertise to draw up specifications for said repair and replacement, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney, or their designee, is hereby authorized and directed to execute a contract, for an amount not to exceed \$70,000, with Bell & Spina Architects, 215 Wyoming Street Syracuse, NY 13204, for the completion of the specifications for the Cortland County Courthouse steps repair and replacement, AND BE IT FURTHER

RESOLVED, that the County Administrator be and hereby is authorized to sign any documentation to allow for the submission of any grant applications that may be available to support the necessary repairs and improvements.

AGENDA ITEM NO. 2 – Authorize Annual Stipend for Additional Duties - Safety Officer

RESULT:	APPROVED [6 TO 0]
	Next: 1/27/2022 6:00 PM
MOVER:	Ann Homer, Committee Member
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Van Dee, Homer, Heider, Nauseef, Waldbauer
AWAY:	Douglas Bentley

ON MOTION OF HEIDER

RESOLUTION NO.

Authorize Annual Stipend for Additional Duties - Safety Officer

WHEREAS, the position of Safety Officer has been vacant since July 18, 2017, AND

WHEREAS, Charles Miller has been performing the duties of Safety Officer without additional compensation, AND

WHEREAS, the Buildings and Grounds and Finance and Administration Committees recommend compensating Mr. Miller for performing these duties with a \$4,000 yearly stipend which would not be added to his base salary for as long as he continues to perform Safety Officer duties, NOW THEREFORE BE IT

RESOLVED, that Charles Miller will receive a \$4,000 stipend for performing the duties of Safety Officer effective January 27, 2022.

DISCUSSION ITEMS

1. 111 Port Watson Update

RESULT:	COMPLETED
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MONTHLY REPORTS

1. Buildings and Grounds Monthly Reports

RESULT:	COMPLETED
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2. IT Monthly Reports

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:57 AM



Buildings & Grounds Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Wednesday, December 1, 2021

9:00 AM

Board Room

Call to Order

The meeting was called to order at 9:00 AM by Chairman Beau Harbin

Attendee Name	Organization	Title	Status	Arrived
George Wagner	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Chairman	Present	
Ann Homer	Cortland County, NY	Vice Chair	Excused	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Remote	
Kevin Fitch	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Excused	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Jack Hess	Cortland County, NY	Director, Information Technology	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Valerie Puma	Cortland Standard	Reporter	Present	

Minutes Acceptance: Minutes of Dec 1, 2021 9:00 AM (MINUTES)

MINUTES

1. Buildings & Grounds Committee - Committee Meeting - Nov 2, 2021 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Kevin Fitch, Committee Member
AYES:	Wagner, Harbin, Fairchild-Preston, Bischoff, Fitch
EXCUSED:	Ann Homer, Joseph Nauseef

RESOLUTIONS

DISCUSSION ITEMS

1. Buildings and Grounds Activities and Budget Reports

RESULT:	COMPLETED
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2. Court House Roof Estimate

RESULT:	COMPLETED
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3. IT Monthly Reports

RESULT:	COMPLETED
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ACTION ITEMS

1. Authorize Buildings and Grounds Department to Move Forward with Next Steps for Courthouse Roofing Project

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Member
AYES:	Wagner, Harbin, Fairchild-Preston, Bischoff, Fitch
EXCUSED:	Ann Homer, Joseph Nauseef

ADJOURNMENT

The meeting was closed at 9:31 AM

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 3620 SAFETY OFFICE		ESTIM REV	ADJ	REVISED	ESTIM REV	ACTUAL	YTD REVENUE	REMAINING REVENUE	% COLL
ORIGINAL ESTIM REV									
A36205 54013	SAFETY SUPPLIES								
A36205 54035	6,400.00	0.00		6,400.00		4,532.30		1,378.10	78.5%
	EDUCATION & TRAINING								
	500.00	0.00		500.00		0.00		500.00	.0%
A36205 54040	ASSOC/MEMBERSHIP DUES								
	30.00	0.00		30.00		0.00		30.00	.0%
A36205 54055	PROFESSIONAL SERVICES								
	29,000.00	0.00		29,000.00		0.00		29,000.00	.0%
A36205 54078	Fuel								
	200.00	0.00		200.00		122.11		77.89	61.1%
TOTAL SAFETY OFFICE									
	36,130.00	0.00		36,130.00		4,654.41		30,985.99	12.9%
TOTAL EXPENSES									
	36,130.00	0.00		36,130.00		4,654.41		30,985.99	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
36,130.00	0.00	36,130.00	4,654.41	30,985.99	12.9%

GRAND TOTAL

** END OF REPORT - Generated by Chuck Miller **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
1	4	Y	Y
2	0	N	N
3	0	N	N
4	0	N	N

Report title:

YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: Y

Print Revenues-Version headings: Y

Print Revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2021/ 1

To Yr/Per: 2021/12

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PQ #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/12
Print MTD version: N
Roll projects to object: N
Carry forward code: 1

Find Criteria
Field Name Field Value

Org A3620*

Object

Project

Rollup code

Account type

Account status

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS
ORIGINAL ESTIM REV

REMAINING REVENUE % COLL

	ESTIM REV	ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	
A162042 42450	COMMISSIONS	0.00	-2,800.00	-1,293.00	-1,507.00 46.2%*
A162042 42620	MISC B&G REVENUE	0.00	-12,525.65	-20,009.51	7,483.86 159.7%
A162043 43021	COURT FACILITIES INCENTIVE	0.00	-135,263.00	-120,787.00	-14,476.00 89.3%*
A162046 42502	CHAMBER OF COMMERCE RENT	0.00	0.00	-2,886.90	2,886.90 100.0%
A162046 42504	COOPERATIVE EXTENSION RENT	0.00	-73,723.00	-73,723.00	0.00 100.0%
A16205 51005	PERSONAL SERVICES	0.00	718,674.78	642,615.03	76,059.75 89.4%
A16205 51020	OVERTIME PAY	0.00	15,000.00	12,236.40	2,763.60 81.6%
A16205 51025	SHIFT DIFFERENTIAL PAY	0.00	11,644.50	8,198.18	3,446.32 70.4%
A16205 51035	OTHER COMPENSATION & RAISES	0.00	3,059.00	10,355.27	-7,296.27 338.5%*
A16205 52025	REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00 .0%
A16205 52080	COUNTY CAPITAL PROJECTS	0.00	0.00	0.00	0.00 .0%
A16205 52320	BUILDING IMPROVEMENTS	0.00	4,538.38	4,427.01	111.37 97.5%
A16205 54000	TELEPHONE	0.00	6,300.00	3,773.49	2,526.51 64.2%
A16205 54004	COMPUTER SOFTWARE	0.00	5,420.00	3,425.93	1,994.07 63.2%
A16205 54005	Office Materials & Supplies	0.00	200.00	134.30	65.70 67.2%
A16205 54007	Janitorial Materials & Supp	-366.37	47,633.63	27,938.53	9,237.51 80.6%
A16205 54013	SAFETY SUPPLIES	0.00	2,000.00	0.00	2,000.00 .0%
A16205 54015	Maintenance Agreements	9,100.00	49,543.00	39,197.65	9,445.35 80.9%
A16205 54020	POSTAGE	50.00	75.00	29.38	45.62 39.2%
A16205 54021	INSPECTIONS/PERMITS	-600.00	0.00	0.00	0.00 .0%
A16205 54022	BOILER SYSTEM MTN	-5,000.00	0.00	0.00	0.00 .0%
A16205 54023	SECURITY SYSTEM MTN	-3,600.00	0.00	0.00	0.00 .0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS		ESTIM REV	ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
ORIGINAL ESTIM REV							
A16205 54024	FIRE EXTINGUISHER MTN			0.00	0.00	0.00	.0%
A16205 54025	500.00 UTILITIES	-500.00					
A16205 54030	300,000.00 TOOLS	0.00		300,000.00	249,914.58	23,075.40	92.3%
A16205 54035	800.00 EDUCATION & TRAINING	-800.00		0.00	0.00	0.00	.0%
A16205 54050	300.00 Equip. Repairs & Maintenance	0.00		300.00	0.00	300.00	.0%
A16205 54060	4,500.00 LEGAL NOTICES / ADVERTISING	0.00		4,500.00	3,574.33	160.67	96.4%
A16205 54065	50.00 EQUIP RENT / LEASES	200.00		250.00	207.79	42.21	83.1%
A16205 54070	1,000.00 INSURANCE	1,000.00		2,000.00	1,055.75	944.25	52.8%
A16205 54074	38,560.35 VEHICLE INSURANCE	0.00		38,560.35	51,654.13	-13,093.78	134.0%*
A16205 54076	1,279.21 Building Repairs and Maint	0.00		1,279.21	1,389.32	-110.11	108.6%*
A16205 54077	145,000.00 Cons & Maint Materials & Supp	27,491.73		172,491.73	137,308.34	23,065.35	86.6%
A16205 54078	4,000.00 Fuel	12,070.99		16,070.99	11,091.71	3,457.97	78.5%
A16205 54085	7,100.00 CLOTHING AND UNIFORMS	0.00		7,100.00	3,948.49	3,151.51	55.6%
A16205 54100	7,625.52 TAXES	0.00		7,625.52	5,150.01	1,708.13	77.6%
A16205 54213	13,000.00 I/D COPIER	0.00		13,000.00	6,132.54	6,867.46	47.2%
A16205 54300	810.96 Vehicle Repairs & Maintenance	0.00		810.96	743.38	67.58	91.7%
A16205 54301	3,600.00 Vehicle Rent/Lease	271.00		3,871.00	3,870.53	0.47	100.0%
A16205 54444	22,527.84 FEES & PERMITS	0.00		22,527.84	18,853.66	3,674.18	83.7%
A16205 54625	0.00 GARBAGE COLLECTION/DISPOSAL	600.00		600.00	0.00	600.00	.0%
A16205 58020	19,358.85 RETIREMENT	0.00		19,358.85	15,286.86	4,071.99	79.0%
A16205 58030	104,173.00 FICA	0.00		104,173.00	0.00	104,173.00	.0%
A16205 58040	56,923.00 WORKERS COMP	0.00		56,923.00	48,033.26	8,889.74	84.4%
	35,910.00	0.00		35,910.00	36,387.30	-477.30	101.3%*

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS

ORIGINAL ESTIM REV	ESTIM REV	ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
A16205 58060	HEALTH INS	0.00	180,520.69	184,776.64	-4,255.95	102.4%*
A16205 58062	DENTAL INS	0.00	1,263.36	1,113.48	149.88	88.1%
A16205 58065	VISION CARE BENEFITS	0.00	215.60	188.28	27.32	87.3%
A16205 97100 SMWT	SERIAL BOND PRINCIPAL	0.00	235,000.00	235,000.00	0.00/	100.0%
A16205 97110 SMWT	SERIAL BOND INTEREST	0.00	108,238.00	108,237.50	0.50	100.0%
TOTAL BUILDING & GROUNDS						
1,963,872.01	8,494.73		1,972,366.74	1,657,549.64	261,003.64	84.0%
TOTAL REVENUES						
-224,311.65	0.00		-224,311.65	-218,699.41	-5,612.24	
TOTAL EXPENSES						
2,188,183.66	8,494.73		2,196,678.39	1,876,249.05	266,615.88	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
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1,963,872.01		8,494.73	1,972,366.74	1,657,549.64	84.0%
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** END OF REPORT - Generated by Chuck Miller **

Cortland County

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page	Break
1	4	Y	Y	Y
2	0	N	N	N
3	0	N	N	N
4	0	N	N	N

Report title:

YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: Y

Print Revenues-Version headings: Y

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2021/ 1

To Yr/Per: 2021/12

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/12
Print MTD Version: N
Roll projects to object: N
Carry forward code: 1

Find Criteria
Field Name Field Value

Org A1620*

Object

Project

Rollup code

Account type

Account status



CORTLAND COUNTY BUILDINGS & GROUNDS
Safety Office and Code Enforcement
60 Central Ave. B-28
Cortland, NY 13045-2746



4.1.c

Chuck Miller, B&G Superintendent 607-753-5068

David Clay Jr., BM Foreperson 607-753-5190

TO: B&G Committee

FROM: Chuck Miller, Superintendent, Safety and Code Enforcement Officer

DATE: 1/7/2022

SUBJECT: Activities Report for December 2021

Here are our monthly updates, please feel free to contact me if there are any questions or concerns or more information needed and I will accommodate in any way I am able.

NOTE: It has been a difficult month with COVID absences and material not coming in on schedule, but the team is still showing progress on all fronts including the Crescent Commons project.

We had 0 days of full staff due to time off and medical as well as open positions

- 1) A City Court floor plan has been drafted and accepted by Judge Burns, more to come
- 2) I have investigated incidents for the Safety office, and recorded over 15+ reports. Fire drills and inspections scheduled, discussing need with Attorney's office with more MVA incidents being reported.
- 3) Completed renovations to move weights and measures and will begin renovations for breast feeding space once move has taken place.
- 4) Memorial is complete including Battle Field Cross.
- 5) Jail boiler project is complete and boilers are operating to standards.
- 6) RFP for elevator renovation is yet once again held up, of the 3 companies I have contacted they are just too busy to work with me at this time, and now only 1 is communicating.
- 7) Soon to begin Chambers project with Ms. Hempstead.
- 8) Continue to interview to fill vacant position. Received one application since I last reported.
- 9) Safety inspections continue, correcting issues found, working with One-Group on employee and building safety, worked with their staff on safety compliance, fire extinguisher annual certification complete.
- 10) Continue to work with Ms. Haskins of Office of Aging on layout and renovations, needs etc. for new South Main St. senior Center as well as retained equipment from the outer centers. Also working with City Code officials on change of occupancy and compliance of new space continues, still awaiting City approval.
- 11) DMV intrusion alarm has been acting up, and we are going to work with IT to install cameras at BOE
- 12) Dedication plaque has been hung in the new Secured Entrance.
- 13) Snow and ice removal has begun, but has not been the center of activity as yet.

Respectfully
Chuck Miller
Superintendent of Building and Grounds
Code/Safety officer

Attachment: Departmental activities report 12-2021 (10268 : Buildings and Grounds Monthly Reports)



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**Information
Technology**

CORTLAND COUNTY

**Jack Hess
Director**

**Tom McGrath
Deputy Director**

December 30, 2021

Information Technology December 2021 Monthly Report

Executive Summary

- IT
 - Begin process to hire a network technician
 - One network technician left in October and another will be leaving in mid-January.
 - Discuss options for advanced end point protection
 - Reviewed anti-virus/end point protection products with various vendors.
 - Discuss viability of private 5G network
 - Met with a vendor to discuss the use case for a private, county owned 5G network.
 - Scanned servers to address reported vulnerability
 - A potential threat was identified, Log4J, by multiple security sources. Our network was scanned and problem software was updated.
- Assigned Counsel/Personnel
 - Work has begun on web site to allow for secure form submission and payment acceptance.
- Elections
 - Work is proceeding on segmenting Elections network infrastructure per state guidelines.
- SUNY Cortland
 - Resolve issue with UPD access to our Spillman server.
- DERC
 - Assisted Motorola Solutions with patching our Spillman server to resolve potential issues with a vulnerability.

Attachment: IT 2021_12_Monthly_Report (10269 : IT Monthly Reports)

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Status: In Process
 - The next committee meeting has not yet been scheduled.

Upgrade the internet bandwidth available to the county

- Status: In Process
 - Verizon is on line and we will be discontinuing service with FirstLight after our testing is complete.

Cyber Security

- Status: In Process
 - Nothing to report

Disaster recovery and business continuity planning

- Status: In Process
 - Switches, servers and upgraded software is now place to support disaster recovery and continuity. At this time we are using the PSB as our redundant site.

Get a backup air conditioning unit for the network operations center (NOC)

- Status: In Process
 - Chuck Miller estimates that the new AC unit will be delivered in November or December.

County Wide Services

- Provide mail and print services to all County departments
- Provide fast reliable computer network for entire County
- Prepare new computers for Departments
- Maintain and enhance application programs for various departments to provide accurate and timely reports
- Monitor our security posture to mitigate the threat of ransomware and other attacks
- Provide desktop support
- Telecommunications support
- Access control to County buildings
- Camera and security systems
- Respond to requests for email archiver information (FOIL requests, etc.)
- Respond to alerts from intrusion detection system (IDS)
- Assign Munis roles and permissions

Departments

- | | | |
|-------------------------|------------------------|--|
| • Aging | • District Attorney | • Public Defender |
| • Assigned Counsel | • Elections | • RPTS |
| • Buildings and Grounds | • Finance | • Recycling |
| • CAC | • Grant Administration | • Sheriff |
| • CWCC | • Health | • Soil and Water Conservation District |
| • County Administration | • Highway | • Solid Waste |
| • County Attorney | • Legislators | • Treasurer |
| • County Clerk | • Mental Health | • Veterans |
| • DERC | • Personnel | |
| • DMV | • Planning | |
| • DSS | • Probation | |

External Agencies

- | | | |
|-----------------|---------------|-------------------------|
| • SUNY Cortland | • Cortland PD | • MAVAC |
| • Homer PD | • Cortland FD | • Town of Cortlandville |
| • Homer FD | • NYSP | • Town of Freetown |

Contracts (Company, Service, Amount, Expires, Informational/Action Required)

- | | | | | |
|-------------------------|-----------------------|---------------|------------|-------|
| • Radwin | Radio maint. | \$5,000/year | 3/13/2022 | Info. |
| • Barracuda | Load balancer maint. | \$5,000/year | 3/28/2022 | Info. |
| • Trebron | Anti-Virus | \$7,110/year | 5/25/2022 | Info. |
| • Pitney Bowes | Postage Meter | \$5,820/year | 6/30/2022 | Info. |
| • Cisco | WebEx | \$10,000/year | 6/30/2022 | Info. |
| • Palo Alto | Firewall maint. | \$8,000/year | 8/9/2022 | Info. |
| • Toshiba Business Sol. | Copier/Printers | \$63,000/year | 9/30/2022 | Info. |
| • Barracuda | Email archiver maint. | \$5,000/year | 11/30/2022 | Info. |
| • SHI | SAN maintenance | \$24,000/year | 12/31/2022 | Info. |
| • GoDaddy | SSL Certificate | \$450/year | 7/15/2023 | Info. |
| • Momentum | Phones – Service | \$10,991/year | 3/31/2024 | Info. |
| • Nitel | Internet Service | \$12,000/year | 12/31/2024 | Info. |
| • Verizon | Internet Service | \$12,000/year | 12/31/2024 | Info. |
| • All Mode | Phones - Support | \$15,699/year | 12/31/2024 | Info. |
| • Westlaw | Online Legal Search | \$17,000/year | 8/31/2026 | Info. |

01/03/2022 10:19
jhess

Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY

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glytdbud 1

FOR 2021 12

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A168042 DATA PROCESSING							
A168042 41289 DEPARTMENTAL FEES	-44,348	0	-44,348	-40,302.00	.00	-4,046.00	90.9%*
TOTAL DATA PROCESSING	-44,348	0	-44,348	-40,302.00	.00	-4,046.00	90.9%
A16805 DATA PROCESSING							
A16805 43089 BOE STATE AID - GEN	0	-73,398	-73,398	.00	.00	-73,397.81	.0%*
A16805 44389 DHSES OTHER PUBLIC	0	-50,000	-50,000	.00	.00	-50,000.00	.0%*
A16805 51005 PERSONAL SERVICES	518,129	0	518,129	496,346.43	.00	21,782.57	95.8%
A16805 51020 OVERTIME PAY	0	0	0	615.08	.00	-615.08	100.0%*
A16805 51035 OTHER COMPENSATION	0	0	0	1,284.57	.00	-1,284.57	100.0%*
A16805 52015 Department Specific	5,000	215	5,215	5,184.07	.00	31.42	99.4%
A16805 52060 Capital Computer E	110,600	6,722	117,322	72,321.61	28,772.25	16,227.80	86.2%
A16805 52060 ARP Capital Compute	0	344,500	344,500	.00	96,000.00	248,500.00	27.9%
A16805 52060 BOE Capital Compute	0	56,398	56,398	24,551.99	.00	31,845.82	43.5%
A16805 52060 DHSES Capital Compu	0	25,186	25,186	.00	.00	25,186.00	.0%
A16805 54000 TELEPHONE	1,200	0	1,200	981.91	.00	218.09	81.8%
A16805 54002 COMPUTER MTN/AGREE	99,049	-99,049	0	.00	.00	.00	.0%
A16805 54004 COMPUTER SOFTWARE	55,100	687	55,787	48,442.39	1,263.03	6,081.58	89.1%
A16805 54004 ARP COMPUTER SOFTWA	0	82,500	82,500	.00	.00	82,500.00	.0%
A16805 54005 Office Materials &	600	1,550	2,150	2,020.64	.00	129.36	94.0%
A16805 54014 RENEWALS MTN AGREE	6,800	-6,800	0	.00	.00	.00	.0%
A16805 54015 Maintenance Agreem	0	102,799	102,799	74,516.82	7,930.08	20,352.10	80.2%
A16805 54020 POSTAGE	50	0	50	9.10	.00	40.90	18.2%
A16805 54035 EDUCATION & TRAINI	1,000	-1,000	0	.00	.00	.00	.0%
A16805 54040 ASSOC/MEMBERSHIP D	50	0	50	50.00	.00	.00	100.0%
A16805 54045 Travel & Sustenanc	1,450	-1,250	200	200.00	.00	.00	100.0%
A16805 54047 MILEAGE REIMBURSEM	200	-200	0	.00	.00	.00	.0%
A16805 54050 Equip. Repairs & M	2,500	248	2,748	2,329.34	414.11	4.55	99.8%
A16805 54055 PROFESSIONAL SERVI	2,000	-840	1,160	855.00	.00	305.00	73.7%
A16805 54055 ARP PROFESSIONAL SE	0	73,000	73,000	.00	.00	73,000.00	.0%
A16805 54055 BOE PROFESSIONAL SE	0	17,000	17,000	.00	.00	17,000.00	.0%
A16805 54055 DHSES PROFESSIONAL	0	24,814	24,814	.00	.00	24,814.00	.0%
A16805 54060 LEGAL NOTICES / AD	0	1,282	1,282	1,207.90	.00	73.86	94.2%
A16805 54065 EQUIP RENT / LEASE	3,500	-1,391	2,109	2,109.14	.00	.00	100.0%
A16805 54070 INSURANCE	3,842	0	3,842	3,988.83	.00	-146.94	103.8%*
A16805 58020 RETIREMENT	72,538	0	72,538	.00	.00	72,538.13	.0%
A16805 58030 FICA	39,637	0	39,637	35,837.15	.00	3,799.76	90.4%

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Cortland County
YEAR-TO-DATE BUDGET REPORT
INFORMATION TECHNOLOGY
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FOR 2021 12

ACCOUNTS A	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A16805	58040 WORKERS COMP	15,960	0	15,960	16,172.14	.00	-212.14	101.3%*
A16805	58060 HEALTH INS	124,678	0	124,678	110,269.51	.00	14,408.79	88.4%
A16805	58062 DENTAL INS	632	0	632	510.39	.00	121.29	80.8%
A16805	58065 VISION CARE BENEFI	137	0	137	53.46	.00	83.74	39.0%
TOTAL DATA PROCESSING		1,064,652	502,973	1,567,625	899,857.47	134,379.47	533,388.22	66.0%
TOTAL GENERAL FUND		1,020,304	502,973	1,523,277	859,555.47	134,379.47	529,342.22	65.2%
TOTAL REVENUES		-44,348	-123,398	-167,746	-40,302.00	.00	-127,443.81	
TOTAL EXPENSES		1,064,652	626,371	1,691,023	899,857.47	134,379.47	656,786.03	

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,020,304	502,973	1,523,277	859,555.47	134,379.47	529,342.22	65.2%

** END OF REPORT - Generated by Jack Hess **

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