



Buildings & Grounds Committee

Committee Meeting

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

~ Minutes ~

Tuesday, February 9, 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	Remote	
Ann Homer	Cortland County, NY	Vice Chair	Remote	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Remote	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	9:08 AM
Kevin Fitch	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Remote	
Eric Mulvihill	Cortland County, NY	Clerk, County Legislature	Present	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Remote	
Charles Miller	Cortland County, NY	Superintendent Buildings and Grounds	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Mitchel Eccleston	Cortland County, NY	Board Member	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Remote	
Susan Wilson	Cortland County, NY	Board Member	Present	9:30 AM

MINUTES

RESOLUTIONS

Building & Grounds

AGENDA ITEM NO. 1 – Authorize Agreement with March Associates for Legislative Modernization Plan & Establish a Capital Improvement Project

RESULT: APPROVED [4 TO 3]

Next: 2/16/2021 10:00 AM

MOVER: Ann Homer, Vice Chair

SECONDER: Cathy Bischoff, Committee Member

AYES: Beau Harbin, Ann Homer, Cathy Bischoff, Kevin Fitch

NAYS: George Wagner, Kelly L. Fairchild-Preston, Joseph Nauseef

ON MOTION OF HARBIN

RESOLUTION NO.

Authorize Agreement with March Associates for Legislative Modernization Plan & Establish a Capital Improvement Project

WHEREAS, due to the immediate and potential long term impacts of the COVID-19 virus, the Cortland County Legislative Chambers located at 60 Central Avenue have become unsafe and antiquated, AND

WHEREAS, in order to facilitate proper social distancing and meet the requirements of modern electronic meeting access and public transparency there is a need to look at options for the location and redevelopment of Legislative chambers, AND

WHEREAS, because of the architectural limitations of the County Office Building itself it is necessary to understand all the options available (renovating the existing space or moving Legislative chambers to the auditorium) and potential costs, benefits and drawback for those options, AND

WHEREAS, the need for modernizing audio/visual technology is required to provide flexibility and accessibility for Legislative meetings wherever they might be held, AND

WHEREAS, the Clerk of the Legislature has received a proposal from March Associates, Architects and Planners, PC, 258 Genesee Street, Suite 300, Utica, NY 13502, to provide a professional analysis of the available options and provide conceptual level architectural floor plans as well as an estimate of anticipated construction costs at a cost not to exceed \$9,000.00, AND

WHEREAS, the Legislature has funds available in its professional services line, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator upon review of the County Attorney or designee to enter into an agreement with March Associates, Architects and Planners, PC, 258 Genesee Street, Suite 300, Utica, NY 13502, to provide conceptual plans for the modernization of Legislative Chambers within the County Office Building in order to provide for a more modern, efficient, safe and accessible Cortland County Legislative Chamber.

AGENDA ITEM NO. 2 – Extend Temporary Full Time Building Custodian Position - Buildings & Grounds Department

RESULT: APPROVED [UNANIMOUS]

Next: 2/16/2021 10:00 AM

MOVER: George Wagner, Committee Member

SECONDER: Ann Homer, Vice Chair

AYES: Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch, Nauseef

Extend Temporary Full Time Building Custodian Position - Buildings & Grounds Department

WHEREAS, one (1) temporary full-time Custodian position was created for the Cortland County Buildings & Grounds Department on September 25, 2020 per Resolution 275-20, AND

WHEREAS, there was a need to extend one (1) temporary full-time Custodian position after the original expiration date of March 26, 2021, AND

WHEREAS, the Buildings & Grounds Committee recommends the extension of this position, NOW THEREFORE, BE IT

RESOLVED, that one (1) temporary full-time position of Custodian in the Buildings & Grounds Department be extended and to now expire on either September 26, 2021 at 12:01 A.M., or when the encumbered employee returns.

Information Technology**Safety Office****Discussion Items**

1. Information Technology Monthly Budget Report(S)

RESULT: COMPLETED

2. Information Technology Monthly Activity Report(S)

RESULT: COMPLETED

3. Buildings and Grounds Departmental Activity Report

RESULT: COMPLETED

4. Buildings and Grounds Monthly Budget Report

RESULT: COMPLETED

5. Buildings & Grounds Orientation Packet

RESULT: COMPLETED

6. Facility Maintenance Executive Summary

RESULT: COMPLETED

7. Safety Office Budget Report

RESULT: COMPLETED

8. Quarterly Maintenance and Operations Inspection Report for the Cortland County Court House

RESULT: COMPLETED

9. County Office Building Auditorium Stage Storage Proposal

The Committee discussed the proposed project to add a 960 square foot storage room on the County Office Building Auditorium stage. Mr. Miller indicated the project would cost between \$7 and \$8 thousand dollars. Mr. Harbin said that this storage facility could be removed in the future if the auditorium were to be re-purposed for other uses and that there would continue to be sufficient stage space for performances.

RESULT: COMPLETED

Action Items

1. Authorize Auditorium Stage Renovation / Storage Project

Following a discussion regarding the proposed storage facility for DSS records on the existing auditorium stage Ms. Homer made a motion to approve the project, Ms. Bischoff seconded the motion. All voting in favor, none opposed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ann Homer, Vice Chair
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Wagner, Harbin, Homer, Fairchild-Preston, Bischoff, Fitch, Nauseef

December 10, 2020



Mr. Eric Mulvihill
Clerk of the Legislature
Cortland County Legislature
60 Central Ave
Cortland, NY 13045

258 Genesee Street, Suite 300
Utica, New York 13502
Phone 315.733.3344
Fax 315.733.3331
Web marchassoc.com

Re: Cortland County Legislative Chamber
Renovation Study
MARCH No. 2075

Dear Eric:

It was a pleasure meeting with you to tour the Cortland County Legislative Chamber and discuss some ideas for upgrades to the space to best meet the Legislature's needs moving forward. MARCH Associates is very pleased to submit this proposal to work with you to develop options for conceptual plans, along with a cost estimate and code review for this renovation study. Outlined below is our proposed Project Scope, Project Deliverables, Project Team, Proposed Schedule and Fee.

PROJECT SCOPE

In accordance with your request, the Design Team will evaluate the existing Legislative Chamber considering how the space functions in the current environment of social distance requirements. Working within the general footprint of the existing Chamber and adjacent offices, we will propose alternative layout plans with associated HVAC, electrical, and technology upgrades to improve the performance of the Chamber.

PROJECT DELIVERABLES

Conceptual level architectural floor plans will be developed to reflect the proposed renovation, as well as an estimate of the anticipated construction costs. We will share a preliminary version of our proposed work for review and discussion in a virtual setting prior to presenting a final version of the study either in person at Cortland County, or through any alternative method as desired by the Legislature.

PROJECT TEAM

FS Engineering located in Syracuse, NY will assist us in evaluating the existing HVAC and electrical conditions in the space and consider options to improve these aspects of the Chamber as part of our study.

Please be advised we have not included any hazardous material testing as part of this study. Based on conversation with Chuck Miller and the experience of previously completed renovation projects in this portion of the building, it is not anticipated that any hazardous materials will be encountered. Further investigation into the presence of hazardous materials could either be completed by our Design Team or any independent party at a later time.

PROPOSED SCHEDULE

The Design Team is prepared to begin work upon your authorization and we anticipate approximately four (4) to six (6) weeks to complete the renovation study.

PROPOSED FEE

We propose performing our services for a lump sum fee of \$9,000. Please be advised that all out-of-pocket expenses are included.

You may indicate acceptance of this proposal by signing below and returning one (1) copy to our office. That will serve as our Notice to Proceed.

We hope you find this proposal responsive to your request. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely yours,



Matthew E. Lacey, AIA
Associate

Accepted by: _____

Date: _____

cc: Christopher Crolus, Principal
MARCH file

MATT/bjd

Attachment: 2075 Proposal ltr E.Mulvihill_Cortland County Legislative Chamber_12-10-20 (8160 : Authorize Agreement with March Associates

12/28/2020 09:04
jhessCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2020 11

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	-44,615	0	-44,615	-31,644.88	.00	-12,970.12	70.9%*
TOTAL DATA PROCESSING	-44,615	0	-44,615	-31,644.88	.00	-12,970.12	70.9%
A16805 DATA PROCESSING							
A16805 51005 PERSONAL SERVICES	534,308	0	534,308	381,027.58	.00	153,280.42	71.3%
A16805 51020 OVERTIME PAY	0	0	0	331.27	.00	-331.27	100.0%*
A16805 51035 OTHER COMPENSATION	0	0	0	1,185.38	.00	-1,185.38	100.0%*
A16805 52015 Department Specifi	10,000	0	10,000	594.11	.00	9,405.89	5.9%
A16805 52060 Capital Computer E	110,600	0	110,600	43,138.64	.00	67,461.36	39.0%
A16805 54000 TELEPHONE	1,000	0	1,000	252.85	.00	747.15	25.3%
A16805 54002 COMPUTER MTN/AGREE	75,208	-7,000	68,208	36,114.43	6,937.44	25,156.13	63.1%
A16805 54004 COMPUTER SOFTWARE	55,100	7,000	62,100	46,762.80	6,343.10	8,994.10	85.5%
A16805 54005 Office Materials &	600	450	1,050	842.77	.00	207.23	80.3%
A16805 54014 RENEWALS MTN AGREE	5,000	0	5,000	359.10	.00	4,640.90	7.2%
A16805 54020 POSTAGE	100	0	100	26.40	.00	73.60	26.4%
A16805 54035 EDUCATION & TRAINI	2,000	-72	1,928	.00	.00	1,928.24	.0%
A16805 54040 ASSOC/MEMBERSHIP D	50	0	50	50.00	.00	.00	100.0%
A16805 54045 Travel & Sustenanc	1,450	-170	1,280	200.00	.00	1,079.61	15.6%
A16805 54047 MILEAGE REIMBURSEM	200	0	200	.00	.00	200.00	.0%
A16805 54050 Equip. Repairs & M	4,500	-450	4,050	574.88	386.90	3,088.22	23.7%
A16805 54055 PROFESSIONAL SERVI	2,000	0	2,000	760.00	.00	1,240.00	38.0%
A16805 54060 LEGAL NOTICES / AD	0	1,392	1,392	1,310.22	.00	81.75	94.1%
A16805 54065 EQUIP RENT / LEASE	3,500	-1,150	2,350	2,350.18	.00	.00	100.0%
A16805 54070 INSURANCE	3,572	0	3,572	3,729.99	.00	-157.89	104.4%*
A16805 54212 I/D PHONE	864	0	864	792.00	.00	72.00	91.7%
A16805 58020 RETIREMENT	69,461	0	69,461	.00	.00	69,460.63	.0%
A16805 58030 FICA	40,875	0	40,875	27,437.73	.00	13,437.27	67.1%
A16805 58040 WORKERS COMP	19,160	0	19,160	15,775.50	.00	3,384.50	82.3%
A16805 58060 HEALTH INS	126,573	0	126,573	93,044.20	.00	33,529.28	73.5%
A16805 58062 DENTAL INS	542	0	542	389.76	.00	152.24	71.9%
A16805 58065 VISION CARE BENEFI	118	0	118	49.50	.00	68.50	41.9%
TOTAL DATA PROCESSING	1,066,781	0	1,066,781	657,099.29	13,667.44	396,014.48	62.9%
TOTAL GENERAL FUND	1,022,166	0	1,022,166	625,454.41	13,667.44	383,044.36	62.5%
TOTAL REVENUES	-44,615	0	-44,615	-31,644.88	.00	-12,970.12	
TOTAL EXPENSES	1,066,781	0	1,066,781	657,099.29	13,667.44	396,014.48	

Attachment: IT_YTD_BudgetReport-112020 (8164 : Information Technology Monthly Budget Report(S))

12/28/2020 09:04
 jhess

Cortland County
YEAR-TO-DATE BUDGET REPORT
P
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FOR 2020 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,022,166	0	1,022,166	625,454.41	13,667.44	383,044.36	62.5%

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

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2020 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	-44,615	0	-44,615	-42,644.88	.00	-1,970.12	95.6%*
TOTAL DATA PROCESSING	-44,615	0	-44,615	-42,644.88	.00	-1,970.12	95.6%
A16805 DATA PROCESSING							
A16805 51005 PERSONAL SERVICES	534,308	0	534,308	412,951.99	.00	121,356.01	77.3%
A16805 51020 OVERTIME PAY	0	0	0	331.27	.00	-331.27	100.0%*
A16805 51035 OTHER COMPENSATION	0	0	0	1,185.38	.00	-1,185.38	100.0%*
A16805 52015 Department Specific	10,000	0	10,000	594.11	975.79	8,430.10	15.7%
A16805 52060 Capital Computer E	110,600	0	110,600	43,138.64	18,578.56	48,882.80	55.8%
A16805 54000 TELEPHONE	1,000	0	1,000	252.85	.00	747.15	25.3%
A16805 54002 COMPUTER MTN/AGREE	75,208	-7,000	68,208	36,114.43	6,937.44	25,156.13	63.1%
A16805 54004 COMPUTER SOFTWARE	55,100	7,000	62,100	48,466.88	4,639.02	8,994.10	85.5%
A16805 54005 Office Materials &	600	450	1,050	842.77	.00	207.23	80.3%
A16805 54014 RENEWALS MTN AGREE	5,000	0	5,000	359.10	.00	4,640.90	7.2%
A16805 54020 POSTAGE	100	0	100	26.40	.00	73.60	26.4%
A16805 54035 EDUCATION & TRAINI	2,000	-72	1,928	.00	.00	1,928.24	.0%
A16805 54040 ASSOC/MEMBERSHIP D	50	0	50	50.00	.00	.00	100.0%
A16805 54045 Travel & Sustenanc	1,450	-170	1,280	200.00	.00	1,079.61	15.6%
A16805 54047 MILEAGE REIMBURSEM	200	0	200	.00	.00	200.00	.0%
A16805 54050 Equip. Repairs & M	4,500	-450	4,050	961.78	.00	3,088.22	23.7%
A16805 54055 PROFESSIONAL SERVI	2,000	0	2,000	1,790.00	.00	210.00	89.5%
A16805 54060 LEGAL NOTICES / AD	0	1,392	1,392	1,358.71	.00	33.26	97.6%
A16805 54065 EQUIP RENT / LEASE	3,500	-1,150	2,350	2,350.18	.00	.00	100.0%
A16805 54070 INSURANCE	3,572	0	3,572	3,729.99	.00	-157.89	104.4%*
A16805 54212 I/D PHONE	864	0	864	792.00	.00	72.00	91.7%
A16805 58020 RETIREMENT	69,461	0	69,461	.00	.00	69,460.63	.0%
A16805 58030 FICA	40,875	0	40,875	29,728.74	.00	11,146.26	72.7%
A16805 58040 WORKERS COMP	19,160	0	19,160	15,775.50	.00	3,384.50	82.3%
A16805 58060 HEALTH INS	126,573	0	126,573	100,576.60	.00	25,996.88	79.5%
A16805 58062 DENTAL INS	542	0	542	424.56	.00	117.44	78.3%
A16805 58065 VISION CARE BENEFI	118	0	118	52.50	.00	65.50	44.5%
TOTAL DATA PROCESSING	1,066,781	0	1,066,781	702,054.38	31,130.81	333,596.02	68.7%
TOTAL GENERAL FUND	1,022,166	0	1,022,166	659,409.50	31,130.81	331,625.90	67.6%
TOTAL REVENUES	-44,615	0	-44,615	-42,644.88	.00	-1,970.12	
TOTAL EXPENSES	1,066,781	0	1,066,781	702,054.38	31,130.81	333,596.02	

Attachment: IT_YTD_BudgetReport-122020 (8164 : Information Technology Monthly Budget Report(S))

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,022,166	0	1,022,166	659,409.50	31,130.81	331,625.90	67.6%

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

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 01

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	.00	.00	-44,348.00	.0%
TOTAL DATA PROCESSING	-44,348	0	-44,348	.00	.00	-44,348.00	.0%
A16805 DATA PROCESSING							
A16805 51005 PERSONAL SERVICES	518,129	0	518,129	12,069.15	.00	506,059.85	2.3%
A16805 52015 Department Specifi	5,000	0	5,000	.00	.00	5,000.00	.0%
A16805 52060 Capital Computer E	110,600	0	110,600	5,208.59	-5,208.59	110,600.00	.0%
A16805 54000 TELEPHONE	1,200	0	1,200	.00	.00	1,200.00	.0%
A16805 54002 COMPUTER MTN/AGREE	99,049	-99,049	0	.00	.00	.00	.0%
A16805 54004 COMPUTER SOFTWARE	55,100	0	55,100	.00	390.54	54,709.46	.7%
A16805 54005 Office Materials &	600	0	600	.00	.00	600.00	.0%
A16805 54014 RENEWALS MTN AGREE	6,800	-6,800	0	.00	.00	.00	.0%
A16805 54015 Maintenance Agreem	0	105,849	105,849	942.82	7,945.32	96,960.86	8.4%
A16805 54020 POSTAGE	50	0	50	.00	.00	50.00	.0%
A16805 54035 EDUCATION & TRAINI	1,000	0	1,000	.00	.00	1,000.00	.0%
A16805 54040 ASSOC/MEMBERSHIP D	50	0	50	.00	.00	50.00	.0%
A16805 54045 Travel & Sustenanc	1,450	200	1,650	.00	.00	1,650.00	.0%
A16805 54047 MILEAGE REIMBURSEM	200	-200	0	.00	.00	.00	.0%
A16805 54050 Equip. Repairs & M	2,500	0	2,500	.00	.00	2,500.00	.0%
A16805 54055 PROFESSIONAL SERVI	2,000	0	2,000	.00	.00	2,000.00	.0%
A16805 54065 EQUIP RENT / LEASE	3,500	0	3,500	.00	.00	3,500.00	.0%
A16805 54070 INSURANCE	3,842	0	3,842	.00	.00	3,841.89	.0%
A16805 58020 RETIREMENT	72,538	0	72,538	.00	.00	72,538.13	.0%
A16805 58030 FICA	39,637	0	39,637	855.04	.00	38,781.87	2.2%
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	3,389.58	.00	121,288.72	2.7%
A16805 58062 DENTAL INS	632	0	632	17.40	.00	614.28	2.8%
A16805 58065 VISION CARE BENEFI	137	0	137	1.50	.00	135.70	1.1%
TOTAL DATA PROCESSING	1,064,652	0	1,064,652	38,656.22	3,127.27	1,022,868.62	3.9%
TOTAL GENERAL FUND	1,020,304	0	1,020,304	38,656.22	3,127.27	978,520.62	4.1%
TOTAL REVENUES	-44,348	0	-44,348	.00	.00	-44,348.00	
TOTAL EXPENSES	1,064,652	0	1,064,652	38,656.22	3,127.27	1,022,868.62	

Attachment: IT_YTD_BudgetReport-012021 (8164 : Information Technology Monthly Budget Report(S))

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,020,304	0	1,020,304	38,656.22	3,127.27	978,520.62	4.1%

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

Jack Hess
Director

Director



CORTLAND CNTY

Information
Technology

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November 20, 2020

Information Technology November 2020 Monthly Report

Executive Summary

- IT
 - COVID-19 Response
 - IT continues to operate with a rotation of workers.
 - Voice and data changes
 - Working with Momentum, Verizon and Nitel to ease the transition to our new voice and data providers.
 - Network Technician who started November 2nd resigned.
- Elections
 - Work on network segmentation to enhance data security and Election device isolation.
- DERC
 - Work to resolve an intermittent issue of Dispatch computers not being able to reach the internet.
- Personnel
 - Capture video to support an ongoing investigation.
- Legislature
 - Respond to FOIL request.

Attachment: 2020_11_Monthly_Report (8165 : Information Technology Monthly Activity Report(S))

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)

- | | | | |
|------------------------------|---------------------|------------------|------------|
| • Toshiba Business Solutions | Copier/Printers | \$63,000.00/year | 9/30/2022 |
| • Trebron | Anti-Virus | \$7,110.00/year | 5/25/2022 |
| • Pitney Bowes | Postage Meter | \$5,820.00/year | 6/30/2022 |
| • All Mode | Phones | \$15,699.00/year | 8/31/2020 |
| • Spectrum | Phones | \$15,000.00/year | 12/31/2020 |
| • Lexis Nexis | Online Legal Search | \$20,449.00/year | 8/31/2021 |

Jack Hess
Director

Director



CORTLAND CNTY

Information
Technology

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December 28, 2020

Information Technology December 2020 Monthly Report

Executive Summary

- IT
 - COVID-19 Response
 - IT continues to operate with a rotation of workers.
 - Voice and data changes
 - Contracts signed and returned to Momentum, Verizon and Nitel for voice and data services.
 - Verizon conducted a site survey.
 - New Network Technician started.
 - Publish RFP for phone system support.
- Elections
 - Work on network segmentation to enhance data security and Election device isolation.
 - Responded to intrusion detection alerts.
- DERC
 - Completed the National Cyber Security Review, a prerequisite to applying for DHSES's Cyber Security Grant.
 - Work on the DHSES grant application.
- Personnel
 - Capture video to support an ongoing investigation.

Attachment: 2020_12_Monthly_Report (8165 : Information Technology Monthly Activity Report(S))

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)

- | | | | |
|------------------------------|---------------------|------------------|------------|
| • Toshiba Business Solutions | Copier/Printers | \$63,000.00/year | 9/30/2022 |
| • Trebron | Anti-Virus | \$7,110.00/year | 5/25/2022 |
| • Pitney Bowes | Postage Meter | \$5,820.00/year | 6/30/2022 |
| • All Mode | Phones | \$15,699.00/year | 12/31/2020 |
| • Spectrum | Phones | \$15,000.00/year | 12/31/2020 |
| • Lexis Nexis | Online Legal Search | \$20,449.00/year | 8/31/2021 |

Jack Hess
Director

Director



CORTLAND CNTY

**Information
Technology**

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January 28, 2021

Information Technology January 2021 Monthly Report

Executive Summary

- IT
 - COVID-19 Response
 - IT continues to operate with a rotation of workers.
 - Voice and data changes
 - Testing of the new phone circuit with Momentum will occur the first week of February.
 - Verizon conducted a site survey.
 - Advertising for a Deputy Director.
- Health
 - Set up 20 laptops and a printer to support the POD for vaccinations at SUNY Cortland.
- DERC
 - Submitted the application for DHSES's Cyber Security Grant.
- Personnel
 - Capture video to support an ongoing investigation.

Attachment: 2021_01_Monthly_Report (8165 : Information Technology Monthly Activity Report(S))

Departmental Priorities and Focus

Create a clear vision of IT for the future

- Networking, voice, data, cyber security, operating systems, end user support and a litany of other demands are what this department deals with on a day to day basis. The emerging challenges of managing and supporting a remote work force is forcing Information Technology to review how it does business. Cloud versus on-premises, workstation versus laptop versus virtual desktop are a few of the considerations for how we move forward. Ideally any changes will be evolutionary as opposed to reactionary. The pandemic response is good example of a reactionary response. IT responded well but a clear plan that incorporates contingencies like remote work would better position the county for future events. A blue print for how IT can best support departments going forward, shared and agreed upon will be an invaluable tool.

Upgrade the internet bandwidth available to the county

- For the last several years the county has had an aggregate of 200MB bandwidth from two internet providers, Spectrum and FirstLight. With the advent of the pandemic and the requirement for both remote work and video conferencing this has been proven inadequate. At the end of last year the Legislature approved two contracts with internet service providers Verizon and Nitel. These contracts will increase our bandwidth to 1.5GB. I expect to cut over to our new providers by mid-February. Verizon came in with a very aggressive offering and there is almost no increase in our budget to support this.

Change the county's voice services provider

- Again at the end of last year the Legislature approved a contract with Momentum to replace Spectrum as our phone services provider. We discovered that the Spectrum contract was no longer effective in saving us money with a pool of minutes and then being charged for the overage. The way the county is doing business in today's world meant a lot more phone calls and some departments saw enormous leaps in their phone bills. The Momentum contract allows for unlimited local and long distance at a very competitive rate. The contract is fractionally more expensive than the base contract we had with Spectrum and there won't be any overage charges so we will realize savings.

Cyber Security

- This issue was especially important during the run to and during the 2020 election. There was a lot of state and federal attention and while I would expect that to somewhat cool down it is important that the county continues to examine and enhance our security posture. IT will be working with consulting organization funded by NYSBOE to assist in preparing a comprehensive information security policy and advising us on appropriate tools to monitor its effectiveness.

Hire a Deputy Director

- The department needs a person with specialized knowledge of the systems currently used in the county and an ability to see what will be appropriate in the future. A knowledgeable professional manager and technician is mandatory to ensure the continuity of operations.

Disaster recovery and business continuity planning

- Over the years the county has made several attempts at comprehensive disaster recovery and business continuity planning. IT has installed redundant systems that would facilitate recovery in the event of a disaster but does not have a shared, agreed upon plan with specific actions and priorities.

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

- The NOC is currently home to multiple hundreds of thousands of dollars of technology equipment which hosts the county's data. The failure of the cooling system would have a large negative impact on county operations. IT will work with Buildings and Grounds to develop a budget for what the costs would be and how a secondary unit could be incorporated into our existing space.

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

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- | | | |
|-------------------------|------------------------|--|
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| • 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 | |

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| • Homer PD | • Cortland FD | • Town of Cortlandville |
| • Homer FD | • NYSP | • Town of Freetown |

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- | | | | |
|------------------------------|---------------------|------------------|------------|
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| • Pitney Bowes | Postage Meter | \$5,820.00/year | 6/30/2022 |
| • All Mode | Phones | \$15,699.00/year | 12/31/2020 |
| • Spectrum | Phones | \$15,000.00/year | 12/31/2020 |
| • Lexis Nexis | Online Legal Search | \$20,449.00/year | 8/31/2021 |



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



3.a

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: 1/5/2021

SUBJECT: Activities Report for December 2020

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.

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

- 1) Entry way currently complete minus connectivity for communication and entry canopy.
- 2) Current estimated date from Bob Haight is now March 1st or later for possible move for Chamber.
- 3) 37 Church renovations continue and moves of some of the DA's staff will start soon.
- 4) We continue to prioritize cleaning/sanitizing and hot spot wipe downs in all County Properties. This to continue until further notice, more deep cleans were done to possible exposure levels.
- 5) I have investigated incidents for the Safety office, and recorded over 25+ reports. Fire drills and inspections continue.
- 6) Annual fire extinguisher and sprinkler certification contract now in place.
- 7) Continue to move shipments received throughout the County offices as best we can
- 8) Set ups for Civil Service exams and agility testing in County Office Building gym.
- 9) Recent COVID exposure on County properties continues to affect our work force numbers; it has also pulled us in other directions attending to disinfecting and sanitizing work areas. Fogging, cleaning etc. and those actions continue as we try to minimize exposure to internal employees.
- 10) Continue to work on space issues and ideas with County Administrator and Committee Chair, progress in my opinion is going to happen on many fronts consolidating entities back into County owned properties and minimizing financial impact moving forward long term.
- 11) Interviews taking place for vacancies' in custodial department, new Senior Cleaner appointed, David Morse, long time employee with this department has hit the ground running, have finally been able to replace one position 2 to go.
- 12) Budget spending continues to be held to the bare minimum, some things will be put off until next year to help with current financial situation.
- 13) We are working to replace 2 intake doors at the Jail as well as 2 emergency exit doors on the Court House, may need to talk about using Building fund to cover it.
- 14) Syringe kiosk now in place and being taken care of by STAP.

Respectfully

Chuck Miller
Superintendent of Building and Grounds
Code/Safety officer

Attachment: Departmental activities report 12-2020 (8187 : Buildings and Grounds Departmental Activity Report)



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



3.b

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: 2/2/2021

SUBJECT: Activities Report for January 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.

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

- 1) Entry way currently complete minus entry canopy.
- 2) Current estimated date from Bob Haight is Still March 1st or later for possible move for Chamber.
- 3) 37 Church renovations continue and moves of some of the DA's staff will start this week, weather permitting.
- 4) We continue to prioritize cleaning/sanitizing and hot spot wipe downs in all County Properties. This to continue until further notice, more deep cleans were done do to possible exposure levels.
- 5) I have investigated incidents for the Safety office, and recorded over 25+ reports. Fire drills and inspections scheduled.
- 6) Continue to move shipments received throughout the County offices as best we can
- 7) Set ups for Civil Service exams and agility testing in County Office Building gym.
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- 9) Continue to work on space issues and ideas with County Administrator and Committee Chair, progress in my opinion is going to happen on many fronts consolidating entities back into County owned properties and minimizing financial impact moving forward long term.
- 10) Interviews still taking place for vacancies' in custodial department.
- 11) Budget spending continues to be held to the bare minimum, some things will be put off again until next year to help with current financial situation.
- 12) Quotes and estimates are coming to replace 2 intake doors at the Jail as well as 2 emergency exit doors on the Court House, may need to talk about using Building fund to cover Jail replacements.
- 13) We have begun internal moves in the County Office Building to accommodate space issues for several departments.
- 14) More spit guards and Lexan separation being built weekly
- 15) Snow removal has been quite steady since the middle of January
- 16) Ms. Canestaro and I have begun annual record purge, and are inventorying Safety files and records to organize.
- 17) Working on square footage of departments with Ms. Herzog to correct/change those that are not accurate
- 18) Continue to work with Admin and Court system on new occupation and City Court space

Respectfully

Chuck Miller
Superintendent of Building and Grounds
Code/Safety officer

Attachment: Departmental activities report 1-2021 (8187 : Buildings and Grounds Departmental Activity Report)

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
A -22-1620-1620-42450 -	-2,800	COMMISSION -2,800	-1,163.47	-95.60	-1,636.53	41.6%*
A -22-1620-1620-42620 -	-2,500	MISC -2,500	-15,548.84	.00	13,048.84	622.0%
A -23-1620-1620-43021 -	-142,526	CRT FAC IN -142,526	-145,800.00	.00	3,274.00	102.3%
A -26-1620-1620-42500 -	-19,651	BDC RENT -19,651	.00	.00	-19,651.44	.0%*
A -26-1620-1620-42502 -	-11,548	COC RENT -11,548	-11,547.60	-962.30	-.40	100.0%*
A -26-1620-1620-42503 -	-11,150	TOUR RENT -11,150	.00	.00	-11,150.04	.0%*
A -26-1620-1620-42504 -	-73,723	CO-OP RENT -73,723	-73,723.00	.00	.00	100.0%
A -26-1620-1620-42599 -	-5,225	CITY-GYM -5,225	.00	.00	-5,225.00	.0%*
A -27-1620-1620-42701 -	0	REF.APPR.E 0	-297.74	.00	297.74	100.0%
A -01-1620-1620-42665 -	0	SALE EQUIP 0	-68.00	.00	68.00	100.0%
A -01-1620-1620-51005 -	794,150	PERS SERV 794,150	713,477.86	70,409.43	80,672.01	89.8%
A -01-1620-1620-51020 -	15,000	OVERTIME 15,000	14,732.91	1,693.71	267.09	98.2%
A -01-1620-1620-51025 -	12,693	SHIFT PAY 12,693	9,832.13	893.40	2,860.47	77.5%
A -01-1620-1620-51035 -	3,059	OTHER COMP 3,059	45,975.60	798.00	-42,916.60	1503.0%*
A -01-1620-1620-52000 -1622	174,000	NYPA 455,520	546,790.61	.00	-91,270.74	120.0%*

Packet Pg. 24

Page 2

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

ACCOUNTS FOR: 1620 BUILDING & GROUNDS	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
A -01-1620-1620-54030 -	800	TOOLS 3,600	487.84	.00	60.17	98.3%
A -01-1620-1620-54035 -	300	ED & TRAIN 275	.00	.00	275.00	.0%
A -01-1620-1620-54048 -COVID	0	Prog Supp 27,000	26,328.03	209.70	572.59	97.9%
A -01-1620-1620-54050 -	4,500	Equip R&M 5,000	4,697.58	.00	302.42	94.0%
A -01-1620-1620-54055 -	0	PROF SERV 0	4,790.00	.00	-4,790.00	100.0%*
A -01-1620-1620-54060 -	50	LEGAL ADV 51	50.11	.00	.89	98.3%
A -01-1620-1620-54065 -	1,000	RENT/LEASE 1,000	538.90	363.90	461.10	53.9%
A -01-1620-1620-54070 -	43,680	INSURANCE 43,680	37,437.23	.00	6,242.77	85.7%
A -01-1620-1620-54074 -	2,207	INS-AUTO 2,207	1,241.95	.00	964.93	56.3%
A -01-1620-1620-54076 -	145,000	Bldg R&M 139,153	92,762.17	4,169.75	37,742.66	72.9%
A -01-1620-1620-54077 -	4,000	C&M Supp 3,000	1,258.85	746.93	1,258.71	58.0%
A -01-1620-1620-54078 -	7,072	Fuel 7,072	3,402.28	26.69	3,669.72	48.1%
A -01-1620-1620-54085 -	7,626	UNIFORM AL 7,626	6,056.12	594.65	1,344.32	82.4%
A -01-1620-1620-54100 -	10,000	TAXES 10,000	4,786.45	.00	5,213.55	47.9%
A -01-1620-1620-54212 -	972	I/D PHONE 972	891.00	.00	81.00	91.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

ACCOUNTS FOR: BUILDING & GROUNDS	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
A -01-1620-1620-54213 -	811	I/D COPIER 811	743.91	.00	67.05	91.7%
A -01-1620-1620-54300 -	3,600	Veh. R&M 4,700	4,230.76	19.95	219.24	95.3%
A -01-1620-1620-54301 -	33,488	Veh lease 33,488	24,387.45	1,868.23	9,100.23	72.8%
A -01-1620-1620-54399 -	5,800	CELL PHONE 5,800	3,545.20	310.46	2,254.80	61.1%
A -01-1620-1620-54625 -	13,321	GARBAGE 15,015	15,015.45	1,235.00	.00	100.0%
A -01-1620-1620-58020 -	102,381	RETIREMENT 102,381	.00	.00	102,381.09	.0%
A -01-1620-1620-58030 -	60,247	FICA 60,247	55,656.52	5,345.57	4,590.81	92.4%
A -01-1620-1620-58040 -	47,900	WRKS COMP 47,900	39,438.75	.00	8,461.25	82.3%
A -01-1620-1620-58060 -	229,232	HEALTH INS 229,232	214,239.43	15,064.80	14,992.25	93.5%
A -01-1620-1620-58062 -	1,534	DENTAL INS 1,534	1,270.20	83.52	263.88	82.8%
A -01-1620-1620-58065 -	255	VISION INS 255	200.25	13.50	54.55	78.6%
A -01-1620-1620-97100 -SMWT	225,000	BOND PRINC 225,000	225,000.00	.00	.00	100.0%
A -01-1620-1620-97110 -SMWT	112,838	BOND INT 112,838	112,837.50	55,293.75	.50	100.0%
TOTAL BUILDING & GROUNDS	2,232,939	2,570,542	2,374,116.11	191,841.64	175,275.20	92.4%
TOTAL REVENUES	-269,123	-269,123	-248,148.65	-1,057.90	-20,974.83	
TOTAL EXPENSES	2,502,063	2,839,666	2,622,264.76	192,899.54	196,250.03	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	2,232,939	2,570,542	2,374,116.11	191,841.64	175,275.20	92.4%

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

Date/Vendor	Account	Amount	Invoice #	Check No.	Purpose
					(3) Cases of Betco pH 7Q Dual Instant Foaming Hand Sanitizer
					8/14/20 - The hand sanitizer mixed with the Dry Sanitizing Wiper Rolls (9 buckets) from Hummel's (PO #1748 - Invoice #165516-0) caused them to mold so Chuck advised Ollie is looking into giving us a credit.
3/4/2020 - Riley Maintenance Systems	A30205.54048.COV19	\$311.98	038817	657272	9/9/20 - Chuck advised Ollie is contacting the hand sanitizer company to see if we can get a credit.
3/4/2020 - Lowe's	A30205.54048.COV19	\$545.76	910418	657589	Lysol Wipes
3/5/2020 - Lowe's	A30205.54048.COV19	\$500.28	910495	657589	Lysol Wipes
3/5/2020 - W. B. Mason	A30205.54048.COV19	\$304.52	209111960	657284	(4) Cases of Foam Sanitizer
3/5/2020 - W. B. Mason	A30205.54048.COV19	\$93.05	209469670	657426	(5) Gojo Dispensers
3/5/2020 - W. B. Mason		(\$51.66)			Purell ADX-7 Dispensers - CANCELLED 6/4/20
3/5/2020 - Family Dollar	A30205.54048.COV19	\$16.50	Store Receipt	15398939	Clorox Disinfectant Wipes
3/5/2020 - Dollar General	A30205.54048.COV19	\$10.00	Store Receipt	15398939	Foam Hand Sanitizer
3/16/2020 - Lowe's	A30205.54048.COV19	\$198.16	902792	657589	Divider for Gym Foyer
3/16/2020 - Lowe's	A30205.54048.COV19	\$179.36	902817	657589	Divider for Gym Foyer
3/16/2020 - Lowe's	A30205.54048.COV19	\$58.93	902886	657589	Divider for Gym Foyer
3/17/20 - Veritiv	A30205.54048.COV19	\$30.48	072-58214496	657346	(2) Cases of Spray Bottles for hand sanitizer
3/17/2020 - Lowe's	A30205.54048.COV19	\$151.49	910330	657589	Stock for Covid-19
3/18/2020 - Lowe's	A30205.54048.COV19	\$178.76	910504	657589	Stock for Covid-19
3/18/2020 - Overhead Door	A30205.54048.COV19	\$140.00	44182	657330	Transmitter for the coiling gate at County Office Building
3/19/2020 - W. B. Mason	A16205.54048.COV19	\$121.20	20977986	657557	(20) Clorox Disinfecting Wipes
3/19/2020 - Lowe's	A30205.54048.COV19	\$79.45	908009	657589	Stock for Covid-19
3/23/2020 - Lowe's	A30205.54048.COV19	\$98.66	908606	657589	Stock for Covid-19
4/1/2020 - W.B. Mason	A30205.54048.COV19	\$570.80	209391526	657348	(10) Cases of Everwipe® Surface Care Cleansing Wet Wipes, 900 Sheets/Bag, 4 Bags/Case
4/1/2020 - W.B. Mason	A16205.54048.COV19	\$77.55	209657219	657487	(3) Cases of Avistat-D Ready-To-Use Spray Disinfectant Cleaner
4/1/2020 - W.B. Mason	A16205.54048.COV19	\$96.74	209918285	657618	(7) Wet Wipe Dispenser Buckets and Lids
4/1/2020 - W.B. Mason	A16205.54048.COV19	\$41.46	211200524	658087	(3) Wet Wipe Dispenser Buckets and Lids
4/2/2020 - Lowe's	A16205.54048.COV19	\$251.60	902350	657744	Supplies for new front counter in Personnel Office
4/3/2020 - Lowe's	A16205.54048.COV19	\$25.94	910333	657744	Supplies for new front counter in Personnel Office
4/6/2020 - Chase Card Services (Amazon) - PO #1247	A30205.54048.COV19	\$93.71	Order #113-0315704-8804216 11303157048804216	15597700	Video doorphone for gym Bottles for hand sanitizer - PACKAGE LOST
4/7/2020 - Chase Card Services (Amazon) - PO #1247	A30205.54048.COV19	(\$39.90)	Order #113-1161305-5967425 11311613505967425	15597700	5/1/20 (Tran Date) / 5/4/20 (Post Date) - CREDIT APPLIED TO MASTERCARD
4/7/2020 - Max Graphics Printing LLC	A30205.54048.COV19	\$1,397.00	200297	657318	1,000 Door Hangers (ALL CLEAR)
4/7/2020 - Lowe's	A16205.54048.COV19	\$62.30	910527	657744	(10) White Buckets and Lids to hold disinfectant wipes
4/8/2020 - Lowe's	A16205.54048.COV19	\$160.55	906580	657744	(2) Ring video doorbells for B&G
4/14/2020 - Lowe's	A16205.54048.COV19	\$60.00	902095	657744	Plywood for new front counter in Personnel Office
4/14/2020 - Lowe's - PO #1331	A30205.54048.COV19	\$58.18	906881	657744	Components needed for video doorbell installations
4/15/2020 - Amazon - PO #1346	A16205.54048.COV19	\$161.18	439793945696	657715	(2) Backup systems for video doorbell for gym (\$80.59 each)
4/17/2020 - Chase Card Services (Amazon)	A16205.54048.COV19	\$97.59	Order #113-9437784-6960211	15597700	(20) Spray bottles for hand sanitizer
4/21/2020 - Lowe's	A16205.54048.COV19	\$90.77	912170	657744	(13) Buckets and lids to hold disinfectant wipes and lock for cleaning cabinet at Court House
4/21/2020 - Chase Card Services (Amazon) - PO #1391		\$39.90			Bottles for hand sanitizer - CANCELLED 8/3/20
4/21/2020 - Chase Card Services (Hill & Markes) - PO #1392	A16205.54048.COV19	\$125.00	2303025-00	15597700	(2) Boxes Surgical masks for staff (50 masks per box)
4/22/2020 - Lowe's	A16205.54048.COV19	\$50.34	910746	657744	Architectural Mailbox 16.4-in W x 13-in H Metal Black Wall Mount Lockable Mailbox
5/4/2020 - Lowe's	A16205.54048.COV19	\$77.26	902328	657950	Supplies for new front counter in Personnel Office

5/5/2020 - The Glass Smith Inc.	A16205.54048.COV19	\$195.00	35546	657760	Acrylic Sheet
5/11/2020 - Chase Card Services (Amazon) - PO #1536	A16205.54048.COV19	\$80.27	Order #113-2231535-0246668 444835359674	657891	(16) Spray bottles for hand sanitizer
5/11/2020 - The Glass Smith Inc. - PO #1547	A16205.54048.COV19	\$1,084.00	35552	657760	(4) Lexan Sheets for Spit Guards
5/12/2020 - W.B. Mason - PO #1555	A16205.54048.COV19	\$147.20	210348767	657883	(4) Boxes of Face Masks - (50 masks per box)
5/12/2020 - W.B. Mason - PO #1555	A16205.54048.COV19	\$224.97	210691534	657883	(3) No-Touch Infrared Forehead Thermometers
5/14/2020 - The Glass Smith Inc. - PO #1566	A16205.54048.COV19	\$933.00	35596	657872	(3) Lexan Sheets for Spit Guards
5/15/2020 - Lowe's	A16205.54048.COV19	\$216.41	908780	657950	State Courts
5/19/2020 - The Glass Smith Inc. - PO #1614	A16205.54048.COV19	\$933.00	35601	657872	(3) Lexan Sheets for Spit Guards
5/19/2020 - The Glass Smith Inc. - PO #1615	A16205.54048.COV19	\$622.00	35606	657872	(2) Lexan Sheets for Spit Guards
5/21/2020 - Lowe's	A16205.54048.COV19	\$151.76	902866	657950	Parts to install Spit Guards State Court
					(8) Cases of Everwipe® Surface Care Cleansing Wet Wipes, 900 Sheets/Bag, 4 Bags/Case
					7/7/20 - 1 case was damaged in shipping so we received 7 cases and waiting for the remaining case which is on BACK ORDER (Sales Order #S105155476)
5/22/2020 - WB Mason - PO #1650		\$486.00	211680746	658453	7/20/20 - Replacement case received today
5/22/2020 - WB Mason - PO #1650	A16205.54048.COV19	\$69.10	211237747	658087	(5) Cases of Wet Wipe Dispenser Buckets and Lids
5/22/2020 - WB Mason - PO #1650	A16205.54048.COV19	\$179.70	212090873	658453	(30) Packs of Hand Sanitizing Alcohol Wipes - (50 per pack)
5/26/2020 - The Glass Smith Inc.	A16205.54048.COV19	\$170.00	35628	657872	(50) U-Channels for Dividers
5/26/2020 - Lowe's	A16205.54048.COV19	\$99.68	902568	657950	Screen Door and Hardware for Environmental Health
6/3/2020 - Lowe's - PO #1740 (Blanket PO)	A16205.54048.COV19	\$56.40	910945	658383	(30) Spray Bottles for Board of Elections
6/3/2020 - Lowe's - PO #1740 (Blanket PO)	A16205.54048.COV19	\$92.78	910016	658383	Buckets and Lids for Board of Elections/Stock
6/3/2020 - Hummel's Office Equipment - PO #1748	A16205.54048.COV19	\$958.00	165516-0	657938	(2) Cartons Dry Sanitizing Wiper Rolls
6/3/2020 - Hummel's Office Equipment - PO #1756	A16205.54048.COV19	\$316.45	1656327-0	658154	(20) Wipes Kits (White Buckets with Lids and Dry Sanitizing Wiper Rolls)
6/3/2020 - Hummel's Office Equipment - PO #1756	A16205.54048.COV19	\$63.29	1659497-0	658154	(5) boxess Antiseptic Wetnaps - received 6/12/20
6/3/2020 - Lowe's - PO #1740 (Blanket PO)	A16205.54048.COV19	\$1,772.02	901856	658383	(1) box Antiseptic Wetnaps - to arrive 6/19/20
6/4/2020 - The Glass Smith Inc. - PO #1769		(\$1,555.00)			(35) Tables for Gym, Multi-Purpose Studs and Exterior Screw
6/4/2020 - WB Mason - PO #1770	A16205.54048.COV19	\$1,612.50	210687816	657998	(5) Lexan Sheets for Spit Guards - CANCELLED 7/20/20
6/9/2020 - Lowe's - PO #1740 (Blanket PO)	A16205.54048.COV19	\$46.19	902404	658383	(750) Bottles Gel Hand Sanitizer
6/9/2020 - Chase Card Services (Amazon) - PO #1795	A16205.54048.COV19	\$272.89	Order #113-9810695-4785851	12606	Health Barrier for Environmental Health
6/9/2020 - Chemsearch Division - PO #1805	A16205.54048.COV19	\$577.22	3971675	657962	(900) Alcohol Wipes (15 boxes x 60 individually packaged wipes = 900 wipes)
6/10/2020 - Lowe's - PO #1740 (Blanket PO)	A16205.54048.COV19	\$168.08	902897	658383	(36) Enviroasan II Aerosol
6/16/2020 - The Glass Smith Inc. - PO #1863	A16205.54048.COV19	\$933.00	35765	658076	Stock for Spit Guards
6/16/2020 - The Glass Smith Inc. - PO #1864	A16205.54048.COV19	\$622.00	35778	658076	(3) Lexan Sheets for Spit Guards
6/16/2020 - Chemsearch Division - PO #1877		(\$405.00)			(2) Lexan Sheets for Spit Guards
6/17/2020 - Chase Card Services (Amazon) - PO #1881	A16205.54048.COV19	\$105.00	Order #112-2361979-2077851	12608	(80) Boxes x 100 pads per box = 8,000 First Aid Only Cleansing Pads, H305 - CANCELLED 8/20/20
6/17/2020 - Riley Maintenance Systems - PO #20200098	A16205.54048.COV19	\$222.52	040145	658186	(1) Vinyl roll for Signage
6/19/2020 - The Glass Smith Inc. - PO #20200072	A16205.54048.COV19	\$4,780.00	35798	658076	(6) Cases of Houshold Roll Towels
6/19/2020 - The Glass Smith Inc. - PO #20200039	A16205.54048.COV19	\$78.75	35811	658076	(10) 4' x 8' x 3/8" Polycarbonate (Plexi Glass)
					(22.50) 1" x 1" Clear Anodized Aluminum Angle for Jail
					658014 - Check returned as Ronda from Builder's Best advised we have a credit on our account so the \$120.00 has been applied to that credit. I hand-delivered check to Judy Green in Treasurer's Office to take care of.
6/22/2020 - Builder's Best	A16205.54048.COV19	(\$120.00)	2006-317941		(2) Cayenne 16' Veka Decking for Jail
6/25/2020 - Chemsearch Division - PO #20200099	A16205.54048.COV19	\$171.00	3961649	658173	(12) Enviroasan II Aerosol
7/6/2020 - The Glass Smith Inc. - PO #20200232	A16205.54048.COV19	\$267.00	35878	658321	Jail Covid Pieces
7/20/2020 - WB Mason - PO #20200281	A16205.54048.COV19	\$77.55	212328133	658574	(3) Cases of Avistat-D Ready-To-Use Spray Disinfectant Cleaner
7/24/2020 - Hummel's Office Equipment - PO #20200348	A16205.54048.COV19	\$189.88	1672997-0	658607	(2) Cartons of Quat Plus TP Disinfectant (12 Bottles per Carton) and (2) Boxes of Face Masks (50 masks per box)
7/30/2020 - Chemsearch Division - PO #20200409	A16205.54048.COV19	\$854.83	7033907	658531	(1) Aerofog Generator and (5) Disinfectants
7/30/2020 - The Glass Smith Inc. - PO #20200422	A16205.54048.COV19	\$2,346.00	36205		(6) 4' x 8' x 1/4" Polycarbonate (Plexi Glass) and (10) Chrome U Channels - 8'
8/7/2020 - Homer Iron Works LLC - PO #20200485	A16205.54048.COV19	\$416.88	55101725	658606	120' of 1" x 1" Aluminum, 48' of 3/8" x 1/2" Aluminum U Channel for Jail

8/10/2020 - Lowe's - PO #1740 (Blanket PO)	A16205.54048.COV19	\$82.55	910132	658989	For Jail/Covid-19: (1) 29-FL Oz. Weathershield St Paint for Decking (1) Blue Hawk Trim and Walls Polyester Angle 2-in Paint Brush (3) LENOX 5-Packs 12-in 18-TPI Metal Cutting Reciprocating Saw Blade
8/11/2020 - Lowe's - PO #1740 (Blanket PO)	A16205.54048.COV19	\$25.18	908565	658989	For Jail/Covid-19: (4) Clear Silicone Caulk Hillman #6-32 x 3/8-in Phillips/Slotted Combination-Drive Machine Screws (100-Count)
8/26/2020 - Hummel's Office Equipment - PO #20200661	A16205.54048.COV19	\$279.60	1679132-0	659084	(40) Containers of Hammer Disinfecting Wipes (70 Count)
9/9/2020 - Hummel's Office Equipment - PO #20200797	A16205.54048.COV19	\$138.20	1683067-0	659084	(4) Boxes of Face Masks (50 masks per box)
					(2) Cases Saniguard Sanitizing Fogger (12 Foggers Per Case) 9/30/20 - Per Dave Clay, these are not the correct foggers. 10/2/20 - I filled out the PO Change Form, emailed it to Judy Green asking her to close PO and apply money back to GL Account #A16205-54048-COV19. 10/27/20 - Per my conversation with Johnny Popp, he advised the foggers were shipped back last week and we should receive a credit on them. 11/18/20 - Per my conversation with Dave, 2 replacement cases of foggers have been received so I talked with Judy Green, she reopened PO so invoice can be paid. 11/19/20 - I sent Dave an email regarding the above infomation.
9/30/2020 - Equiparts - PO #20201089	A16205.54048.COV19	\$408.67	150936	660060	
10/22/2020 - Hummel's Office Equipment - PO #20201378	A16205.54048.COV19	\$178.00	1697262-0	659637	(2) Cases of NPS Cleaning Wipes Refill
10/22/2020 - WB Mason - PO #20201377	A16205.54048.COV19	\$419.31	214966263	659756	(3) Cases of Avistat-D Ready-To-Use Spray Disinfectant Cleaner (48) Packs of Alcohol Wipes (16) Canisters of Disinfecting/Cleaning Wipes
10/23/2020 - Lowe's - PO #1740 (Blanket PO)	A16205.54048.COV19	\$127.10	912440	660083	Covid Supplies for Testing Sites: (2) Sharpie Medium Point White Pen (4) Utilitech 6-Outlet Black Power Strip (4) Boxes Xam-Med 25-Pack Disposable All-purpose Safety Mask
10/23/2020 - Lowe's - PO #1740 (Blanket PO)	A16205.54048.COV19	\$30.32	910530	660083	(4) Rolls of White Duct Tape for PPE at Testing Sites
10/27/2020 - JP Morgan Card Services (Amazon)		\$100.00			(4) 2 Packs of 3M Half Facepiece Reusable Respirators
10/28/2020 - WB Mason - PO #20201429	A16205.54048.COV19	\$237.60	215092331	659756	(20) Boxes of Disposable Face Masks - (50 masks per box)
11/19/2020 - WB Mason - PO #20201698	A16205.54048.COV19	\$209.70	215825357		(30) Containers of W.B. Mason Co. Alcohol Wipes, 5.5" x 7.9", 160 Wipes for Highway Department
		\$29,213.44			

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
1620 BUILDING & GROUNDS						
AL6205 51005 PERSONAL SERVICES	718,675	718,675	39,163.01	.00	679,511.77	5.4%
AL6205 51020 OVERTIME PAY	15,000	15,000	1,987.16	.00	13,012.84	13.2%
AL6205 51025 SHIFT DIFFERENTIAL PA	11,645	11,645	485.85	.00	11,158.65	4.2%
AL6205 51035 OTHER COMPENSATION &	3,059	3,059	665.00	.00	2,394.00	21.7%
AL6205 52025 REPAIR & MAINTENANCE	10,961	0	.00	.00	.00	.0%
AL6205 52080 COUNTY CAPITAL PROJE	25,000	0	.00	.00	.00	.0%
AL6205 54000 TELEPHONE	6,300	6,300	.00	.00	6,300.00	.0%
AL6205 54004 COMPUTER SOFTWARE	5,420	5,420	.00	.00	5,420.00	.0%
AL6205 54005 Office Materials & Su	200	200	.00	.00	200.00	.0%
AL6205 54007 Janitorial Materials	48,000	48,000	1,700.00	.00	45,000.00	6.3%
AL6205 54013 SAFETY SUPPLIES	2,000	2,000	.00	.00	2,000.00	.0%
AL6205 54015 Maintenance Agreement	40,443	49,543	15,738.48	.00	33,804.52	31.8%
AL6205 54020 POSTAGE	25	25	.00	.00	25.00	.0%
AL6205 54021 INSPECTIONS/PERMITS	600	0	.00	.00	.00	.0%
AL6205 54022 BOILER SYSTEM MTN	5,000	0	.00	.00	.00	.0%
AL6205 54023 SECURITY SYSTEM MTN	3,600	0	.00	.00	.00	.0%
AL6205 54024 FIRE EXTINGUISHER MTN	500	0	.00	.00	.00	.0%
AL6205 54025 UTILITIES	300,000	300,000	579.59	.00	207,000.00	31.0%
AL6205 54030 TOOLS	800	0	.00	.00	.00	.0%
AL6205 54035 EDUCATION & TRAINING	300	300	.00	.00	300.00	.0%
AL6205 54050 Equip. Repairs & Main	4,500	4,500	.00	.00	3,075.08	31.7%
AL6205 54060 LEGAL NOTICES / ADVER	50	50	.00	.00	50.00	.0%

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
1620 BUILDING & GROUNDS						
AL6205 54065 EQUIP RENT / LEASES	1,000	1,000	.00	.00	1,000.00	.0%
AL6205 54070 INSURANCE	38,560	38,560	.00	.00	38,560.35	.0%
AL6205 54074 VEHICLE INSURANCE	1,279	1,279	.00	.00	1,279.21	.0%
AL6205 54076 Building Repairs and	145,000	170,000	7,499.63	.00	154,606.97	9.1%
AL6205 54077 Cons & Maint Material	4,000	15,761	.00	.00	15,702.02	.4%
AL6205 54078 Fuel	7,100	7,100	.00	.00	7,100.00	.0%
AL6205 54085 CLOTHING AND UNIFORMS	7,626	7,626	84.98	.00	7,540.54	1.1%
AL6205 54100 TAXES	13,000	13,000	5,958.04	.00	7,041.96	45.8%
AL6205 54213 I/D COPIER	811	811	.00	.00	810.96	.0%
AL6205 54300 Vehicle Repairs & Mai	3,600	3,600	.00	.00	3,350.00	6.9%
AL6205 54301 Vehicle Rent/Lease	22,528	22,528	1,868.23	.00	20,659.61	8.3%
AL6205 54444 FEES & PERMITS	0	600	.00	.00	600.00	.0%
AL6205 54625 GARBAGE COLLECTION/DI	19,359	19,359	1,235.00	.00	18,123.85	6.4%
AL6205 58020 RETIREMENT	104,173	104,173	.00	.00	104,173.00	.0%
AL6205 58030 FICA	56,923	56,923	2,957.13	.00	53,965.87	5.2%
AL6205 58040 WORKERS COMP	35,910	35,910	36,387.30	.00	-477.30	101.3%
AL6205 58060 HEALTH INS	180,521	180,521	14,200.48	.00	166,320.21	7.9%
AL6205 58062 DENTAL INS	1,263	1,263	91.04	.00	1,172.32	7.2%
AL6205 58065 VISION CARE BENEFITS	216	216	15.13	.00	200.47	7.0%
AL6205 97100 SMWT SERIAL BOND PRINC	235,000	235,000	.00	.00	.00	100.0%
AL6205 97110 SMWT SERIAL BOND INTER	108,238	108,238	.00	.00	.50	100.0%
TOTAL BUILDING & GROUNDS	2,188,184	2,188,184	130,616.05	.00	1,610,982.40	6.0%
TOTAL EXPENSES	2,188,184	2,188,184	130,616.05	.00	1,610,982.40	

Cortland County



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	2,188,184	2,188,184	130,616.05	.00	1,610,982.40	6.0%

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



CORTLAND COUNTY BUILDINGS & GROUNDS

60 Central Ave.
Cortland, NY 13045-2746



5.a

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

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

TO: Committee Member's

FROM: Chuck Miller, Superintendent

DATE: 1/5/2021

SUBJECT: Orientation

First let me welcome our new members as well as our returning legislators. We have many things to talk about and address as we move into the next year and this hopefully will get the ball rolling to move us in a forward and positive direction.

We are working with Bell and Spina on a number of repairs and restorations for the Court House; this includes the restoration of the front steps as well as many restoration pieces that are much needed and to far overdue. I had hoped that I would have more information on this but they have not updated us on the project recently but we have moved to get into the Grant issuers for assessment.

The new entrance only lacks the communication portion of wiring that IT will install, but is basically ready for opening if we ever get to a point where it is safe to do so.

Renovations have started at 37 Church and the first of the DA's people will be headed there very soon. Negotiations with the City of possibly moving City Court into the Court House have gone better than expected and hopefully will have some news soon on that front. We are already showing a percentage increase of cost return for the Court House this budget season.

I have also included an in house priority and 10 year plan that was included in the budget, as well as a synopsis of what we achieved with budget cuts. Hopefully we can move forward with a plan to address as many as possible during your 4 year run.

The following are a list I have prioritized that we simply must act on moving forward to save any large costs from doing nothing. More to come on this.

- 1) Court House renovations, I will begin this year to do some of this work as it will go as in kind services towards Grant match as well.
- 2) Roofing, we will continue to make the roofs of all out buildings a priority, we have done much to get them into a good state and will do our best to keep them there.
- 3) Elevators, the County office building and Court House elevators especially, have rough estimates to renew them as well as Court House being included in Grant Project.

Attachment: BG Orientation 2021 (8189 : Buildings & Grounds Orientation Packet)



CORTLAND COUNTY BUILDINGS & GROUNDS

60 Central Ave.
Cortland, NY 13045-2746



5.a

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

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

- 4) Jail boilers and heating system. There no central system in the building, the boilers are passed their life expectancy schedule, these were deleted from the upgrade list because the County was moving to build a new Jail. These will need to be addressed as soon as possible. Though much has been done in this facility, much was not done as well. We should do it before we have too!
- 5) This is a Parking lot seal year, we will continue to protect this investment, it will need some attention in the next year or 2 to address failing and aging DI's and seams.

As you know, we have combined the Safety Office with this office in order to assist with the budget issues, the organization and functions of that department get better every month, starting to get things back into a routine that will help to keep public and employees a little safer.

The budget cuts and budgets savings that I worked on and implemented with Mr. Copora are going as planned and in some areas better than we expected. We will monitor how it is working performance wise over the next couple of budget cycles.

I believe communication is paramount! I work diligently to address issues that arise and communicate the issues as well as solutions to the committee Chair as well as the Vice Chair, County Administrator, as well as Chairman of the Legislature. My door is always open and welcome questions and talks for information. If we work together we can accomplish much.

We have become much more efficient over the last few years, and with the new addition of a secretary it has only enhanced the overall efficiency of this department as well as Safety and Weights and Measures. We have taken the stance to repair properly or replace, these are the only ways we can keep things operating as they should and minimize repair costs and down time. As many know Band-Aids, that were done in the past, can cost much more than doing it correctly.

I look forward to working with you all and again and some for the first time, communication is only a problem if we don't.

Sincerely,
Chuck Miller
Superintendent of Buildings and Grounds
County Safety Officer/Code Enforcement

Attachment: BG Orientation 2021 (8189 : Buildings & Grounds Orientation Packet)

Maintenance Executive Summary Briefing

Cortland County

2020-11

Categories

What will these Key Performance Indicators (KPIs) allow me to do?



maintenance

Increase maintenance staff efficiency and overall productivity, streamline workflows, improve customer engagement and satisfaction, capture and show productivity gains, and track overall health of your maintenance program



preventive

Determine success of your preventive maintenance program, transition to being more proactive, reduce backlogged work, increase life expectancy of equipment, and decrease catastrophic failures

Time Frame

Key Performance Indicators (KPIs): Past 12 Months

Trends: Past 3 Years Plus this Calendar Year

Total Number of Work Orders

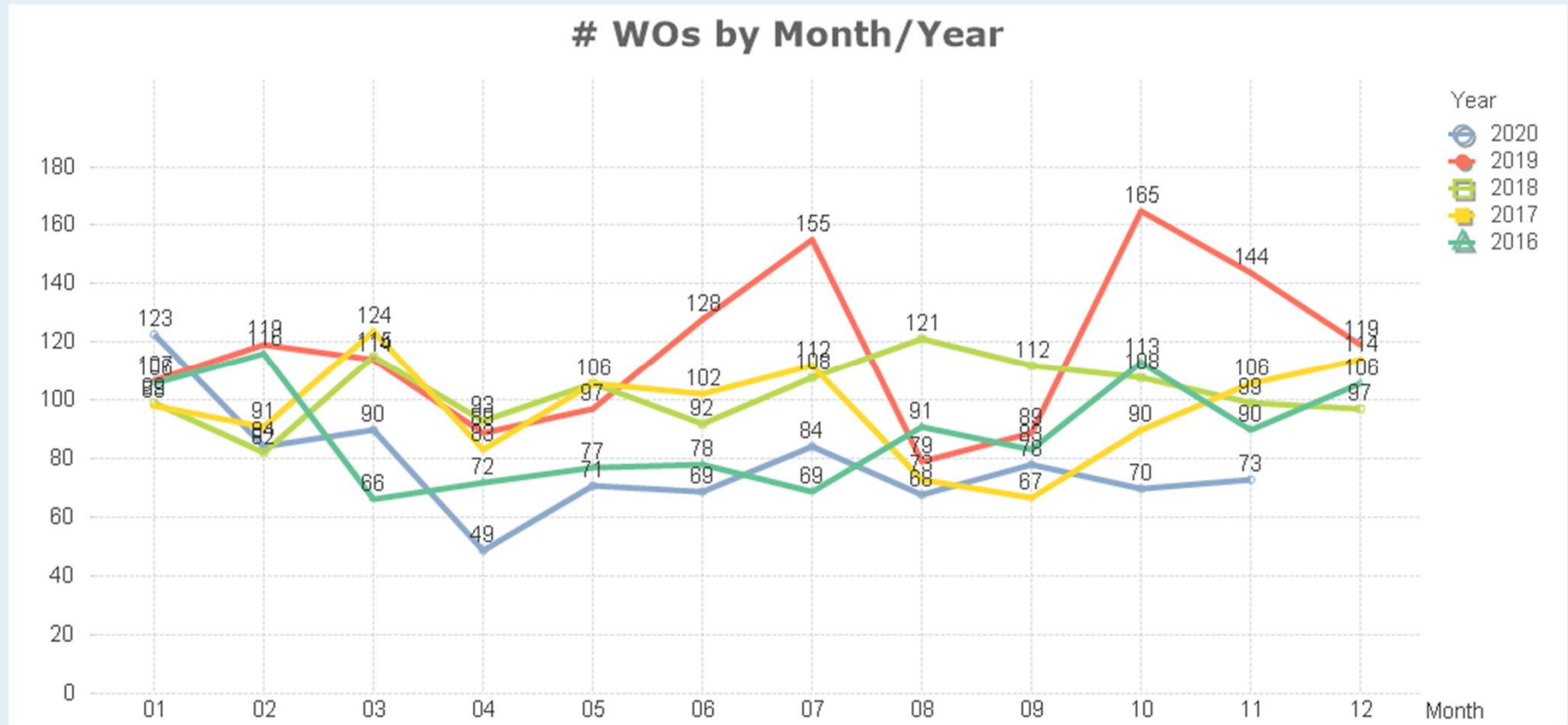
of WOs

978

Total Corrective Maintenance (CM)	Total Planned Maintenance (PM)
836	142

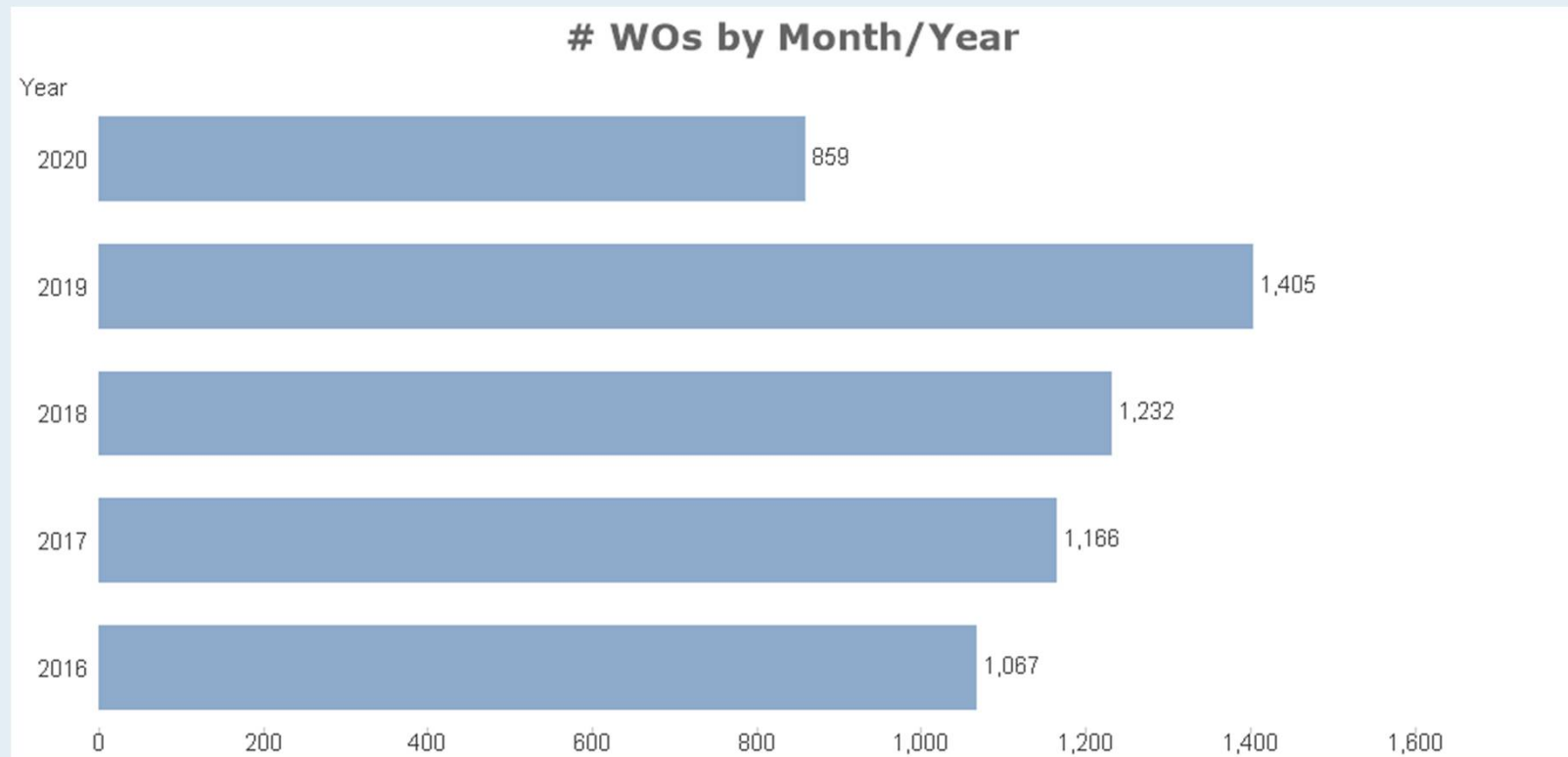
This reflects how many repairs and jobs were captured in the 12 month rolling window.

Total # of WOs by Month/Year



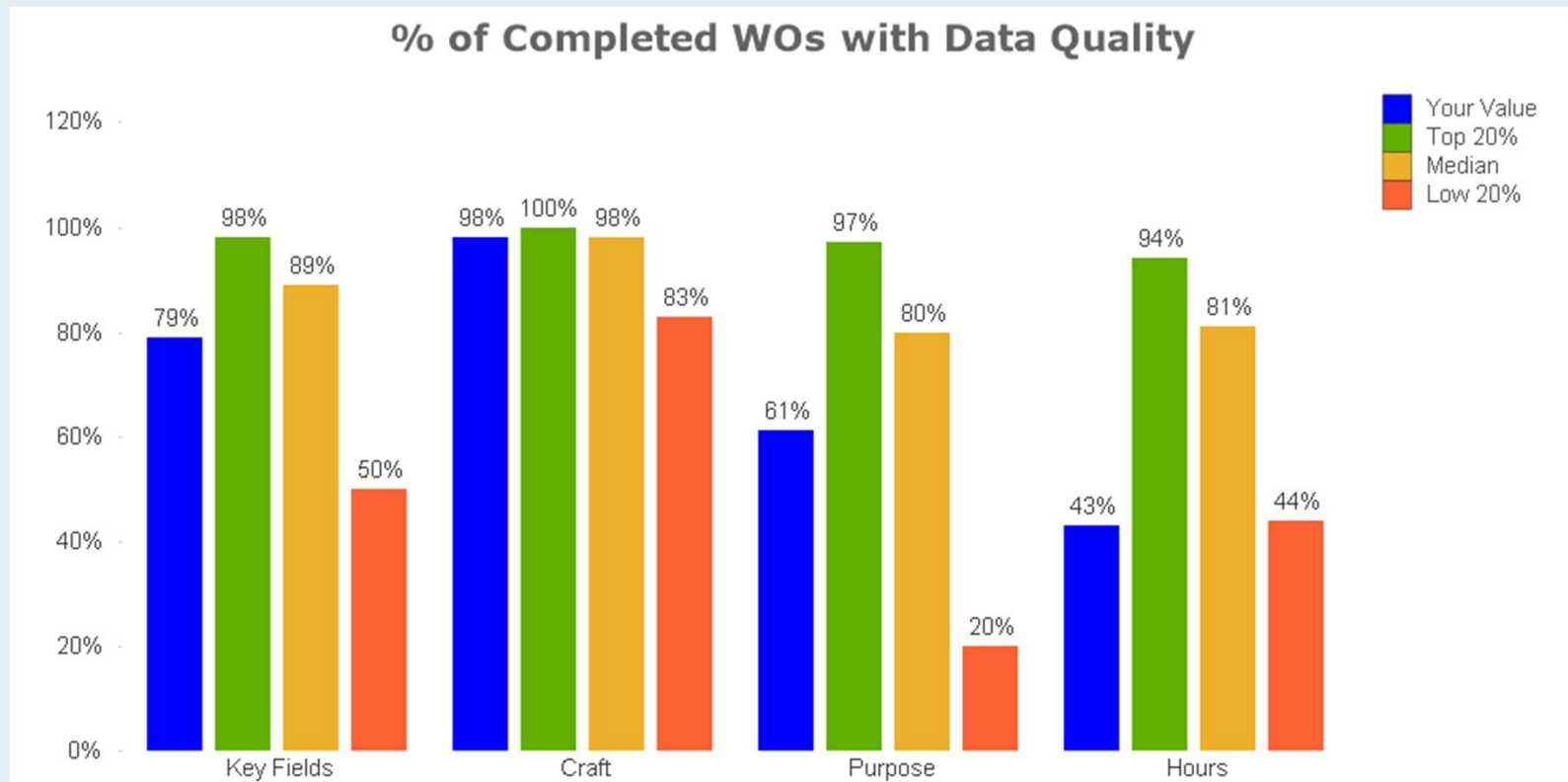
Trend: Past 3 Years based on Created Date (Includes Reactive and PM Wo's)

Total # of WOs by Year



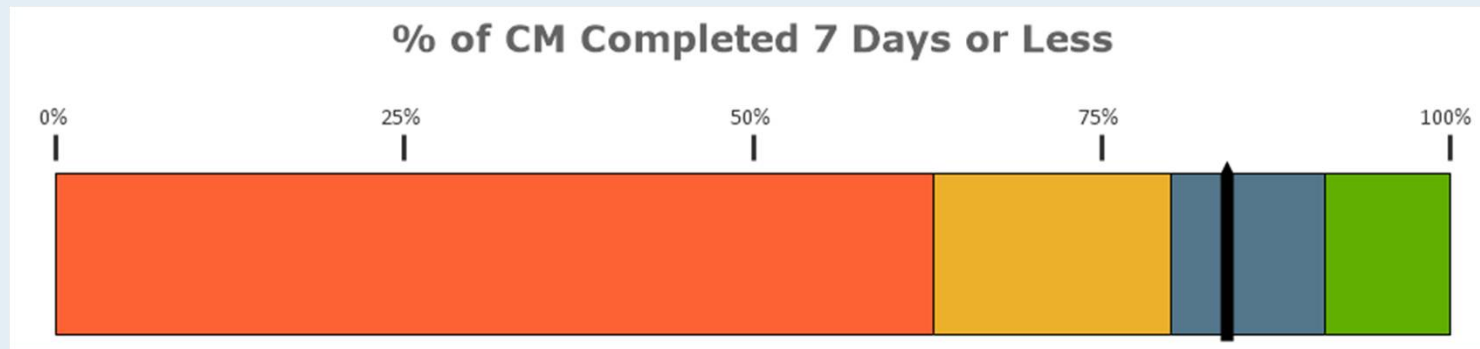
Trend: Past 3 Years based on Created Date (Includes Reactive and PM Wo's)

% of Completed Work with Data Quality



Key Fields: WO has to have 6 of the following 8 conditions: Valid Location, Valid Area/Room#, Valid Craft, Valid Purpose, Valid Assigned To, Description of at least 20 characters, Action Taken of at least 10 characters and Either Labor Hours or WO Costs.

% of CM WOs Completed in Less than a Week



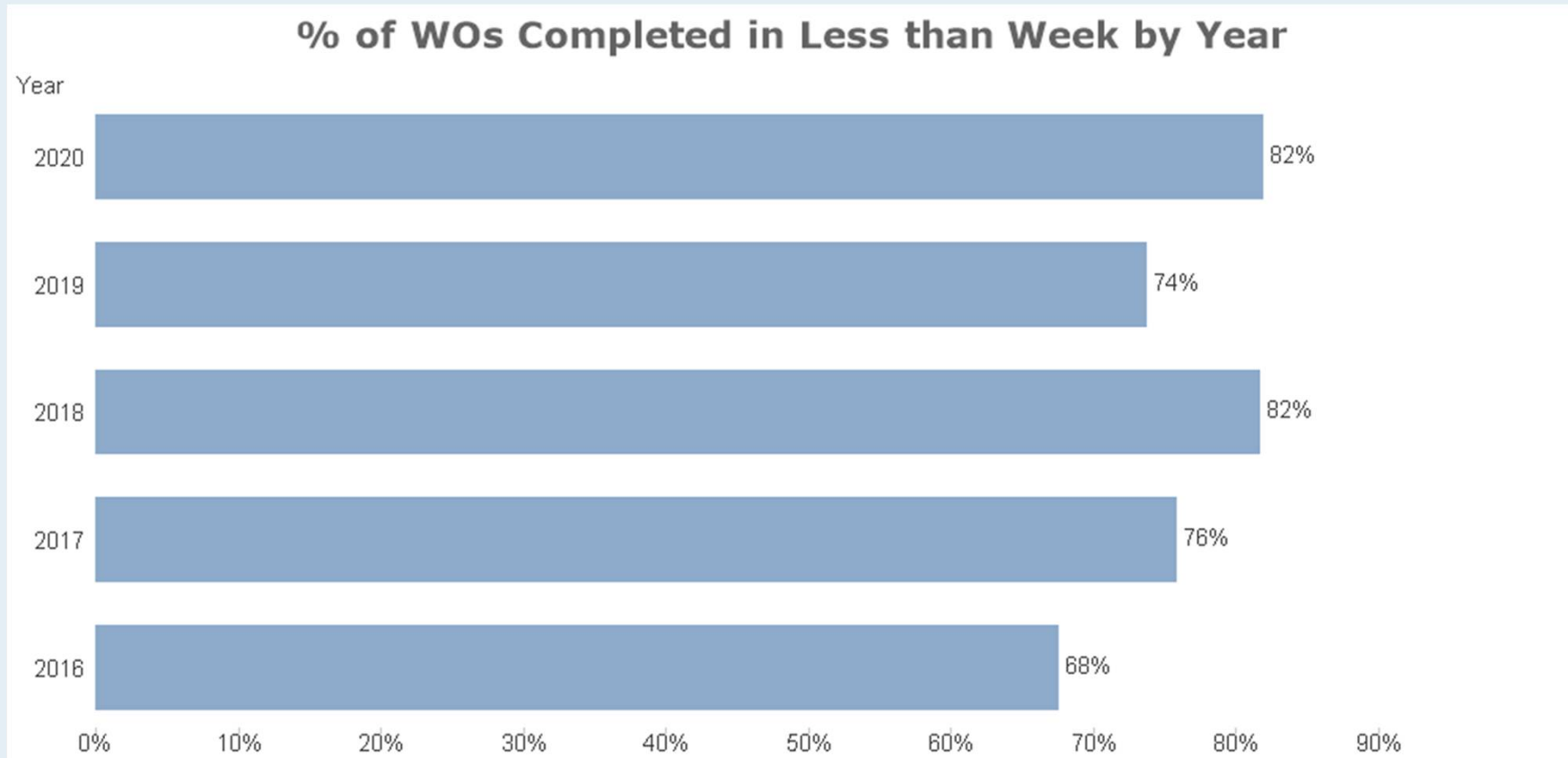
# WOs Comp	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
801	84%	County	332	63%	80%	91%

This KPI is an indicator of how much work an institution is able to complete in 7 calendar days. Below the national average suggests some room for process improvements for managing and completing work. Above the national average could be a sign you have embraced mobile, have your staff completing their own work and have eliminated paper in your processes. This compares Completion Date – Start Date (uses Request Date if Start Date is not used) for WO's with a Priority of Low, Med or High & ignores PM's to see what % of PM WO's are completed in 7 Days or Less. (Rolling 12 Months)

% CM WOs Completed in Week by Month/Year

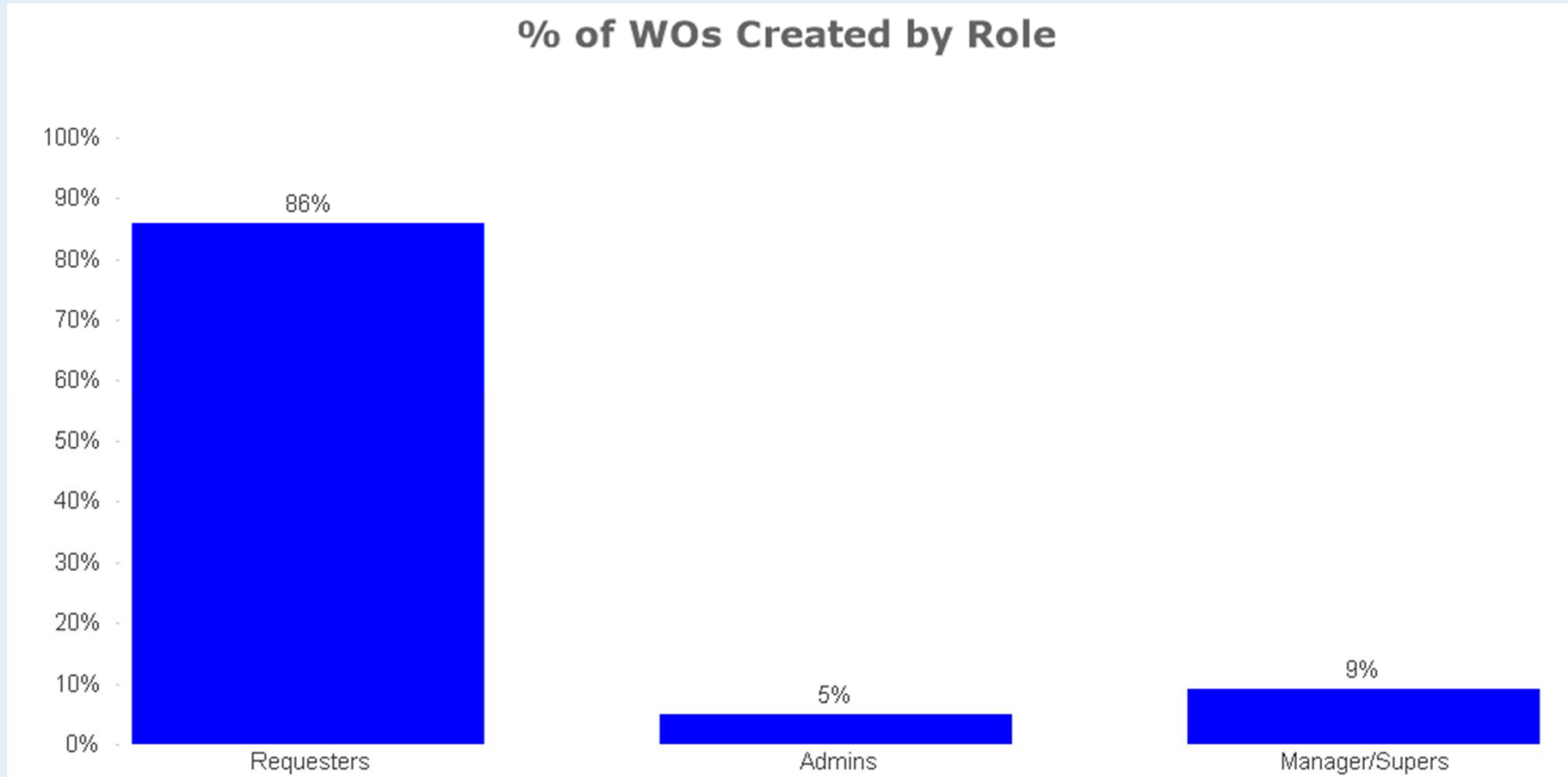
Trend: Past 3 Years based on Completed Date

% WOs Completed in Week by Year



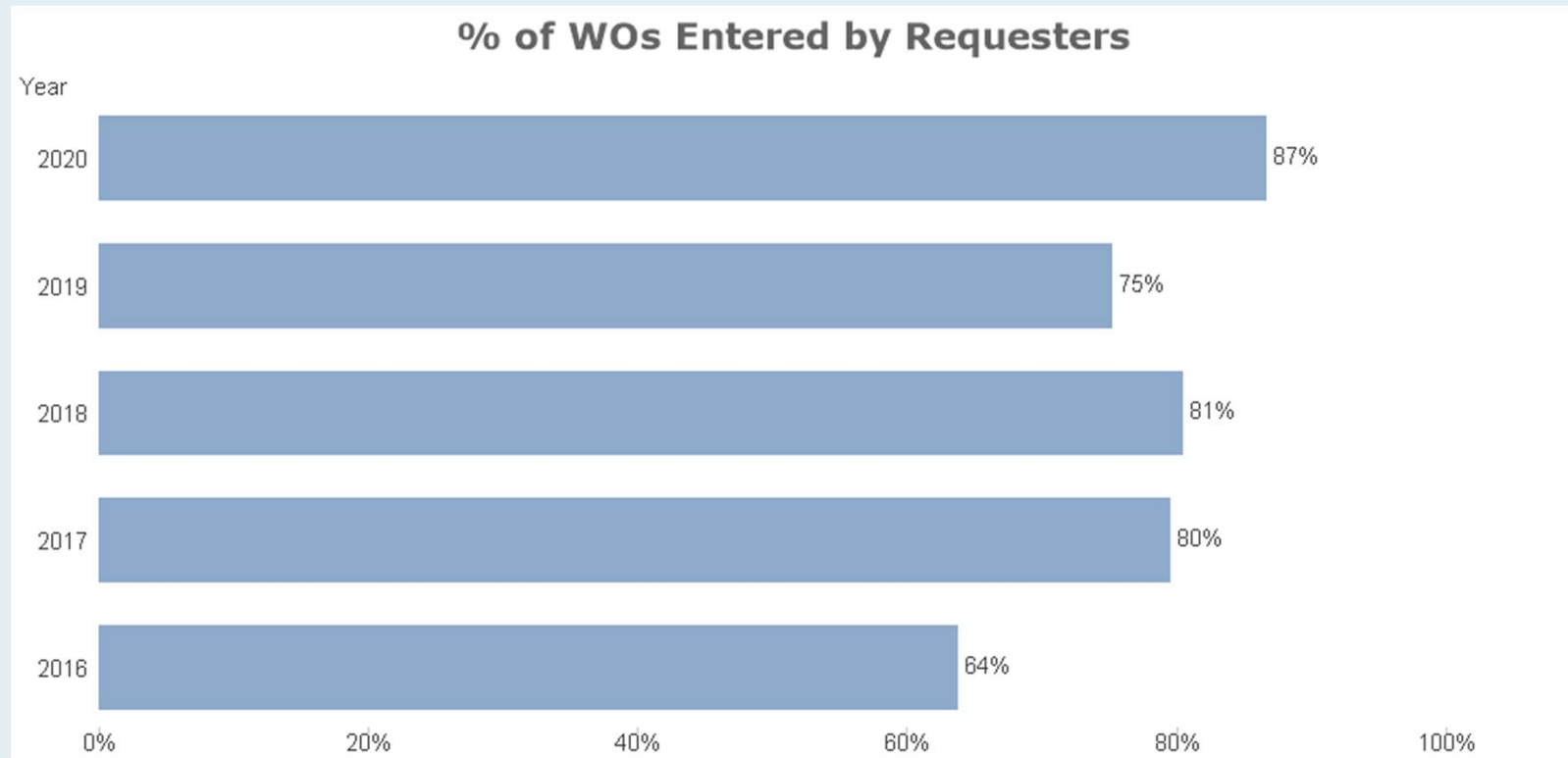
Trend: Past 3 Years based on Completed Date

Who Enters Work Orders?



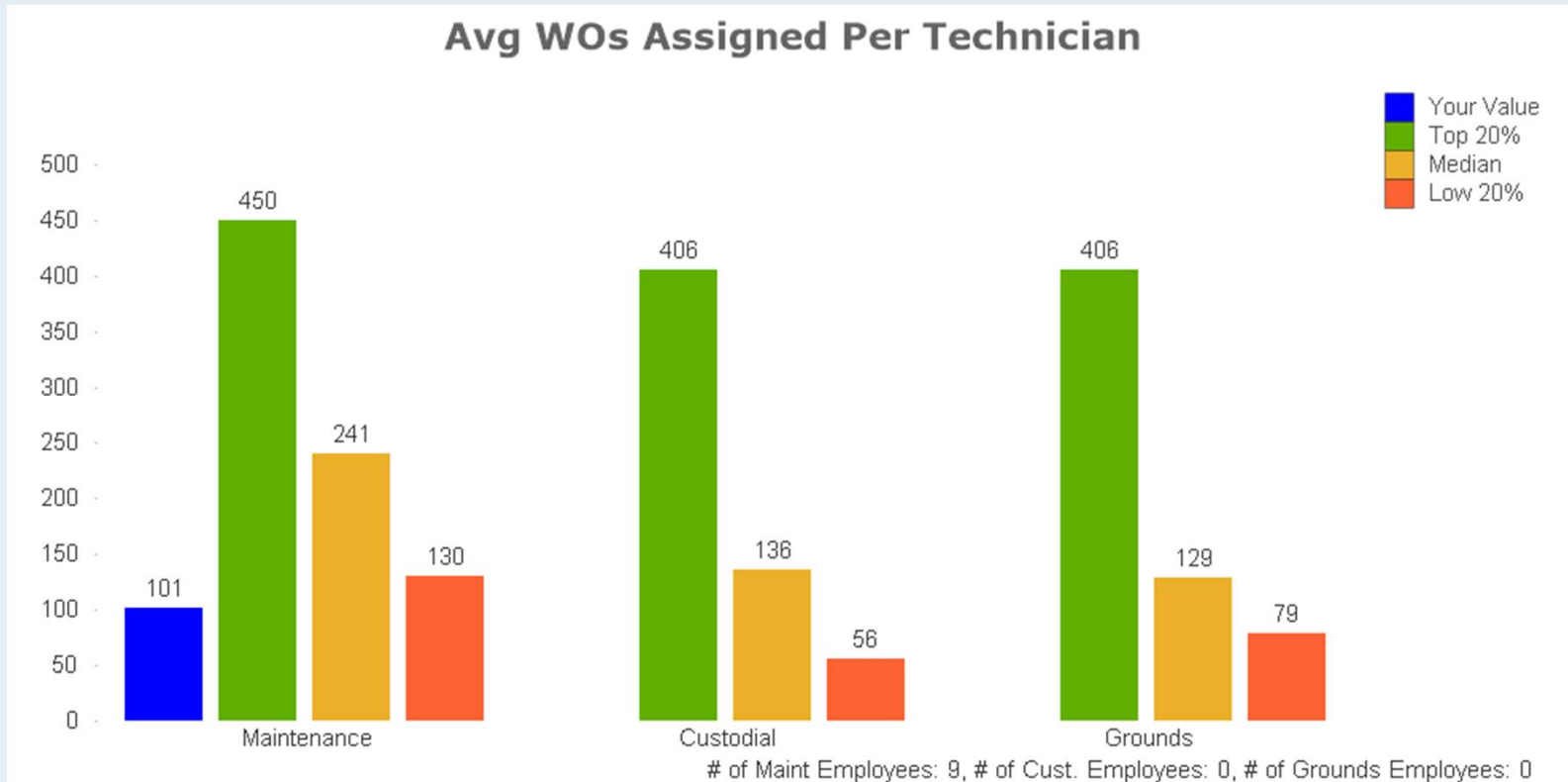
KPI: Rolling 12 Months

% of WOs from Request Portal



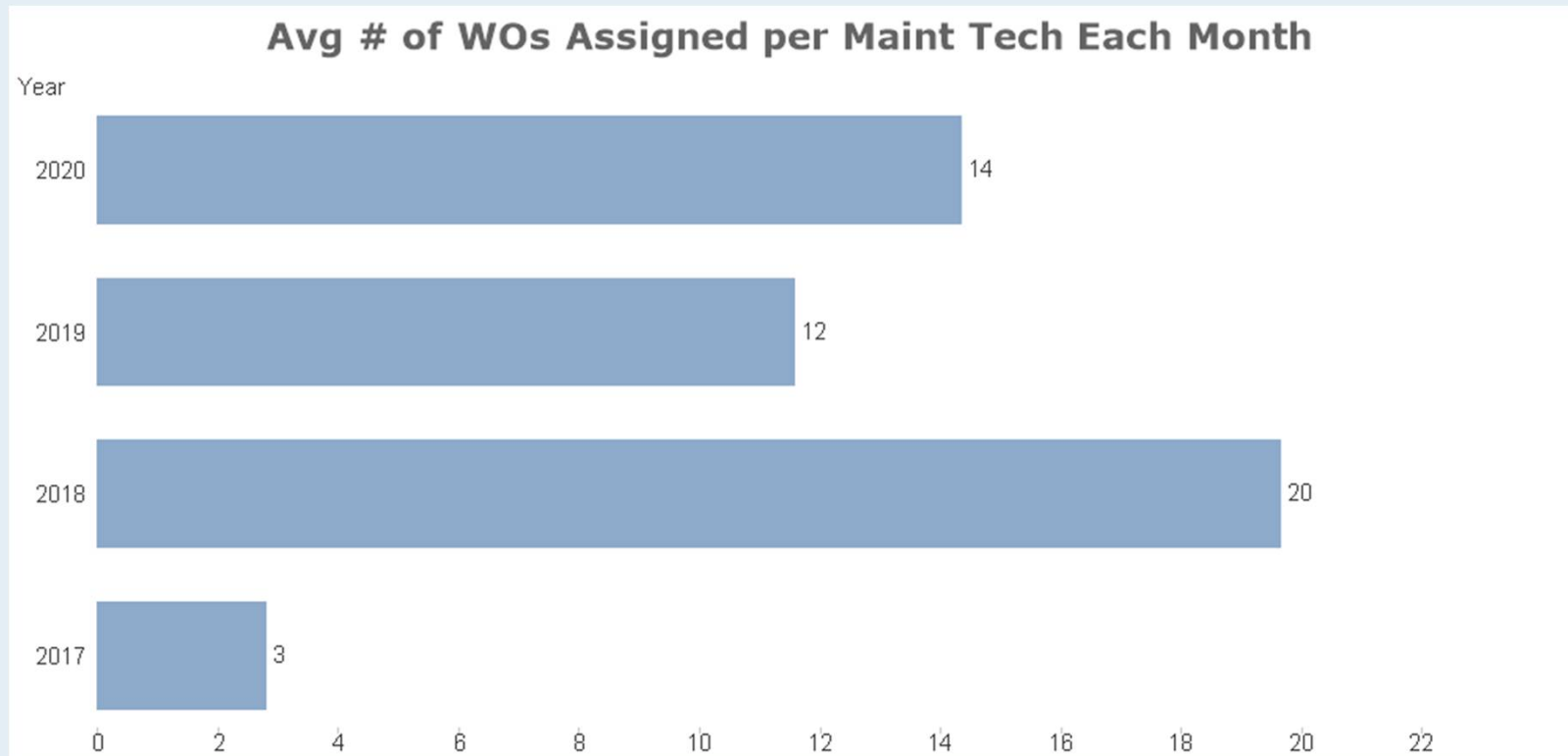
Trend: Past 3 Years based on Created Date

Average Count of Work Orders Per Employee Per Year



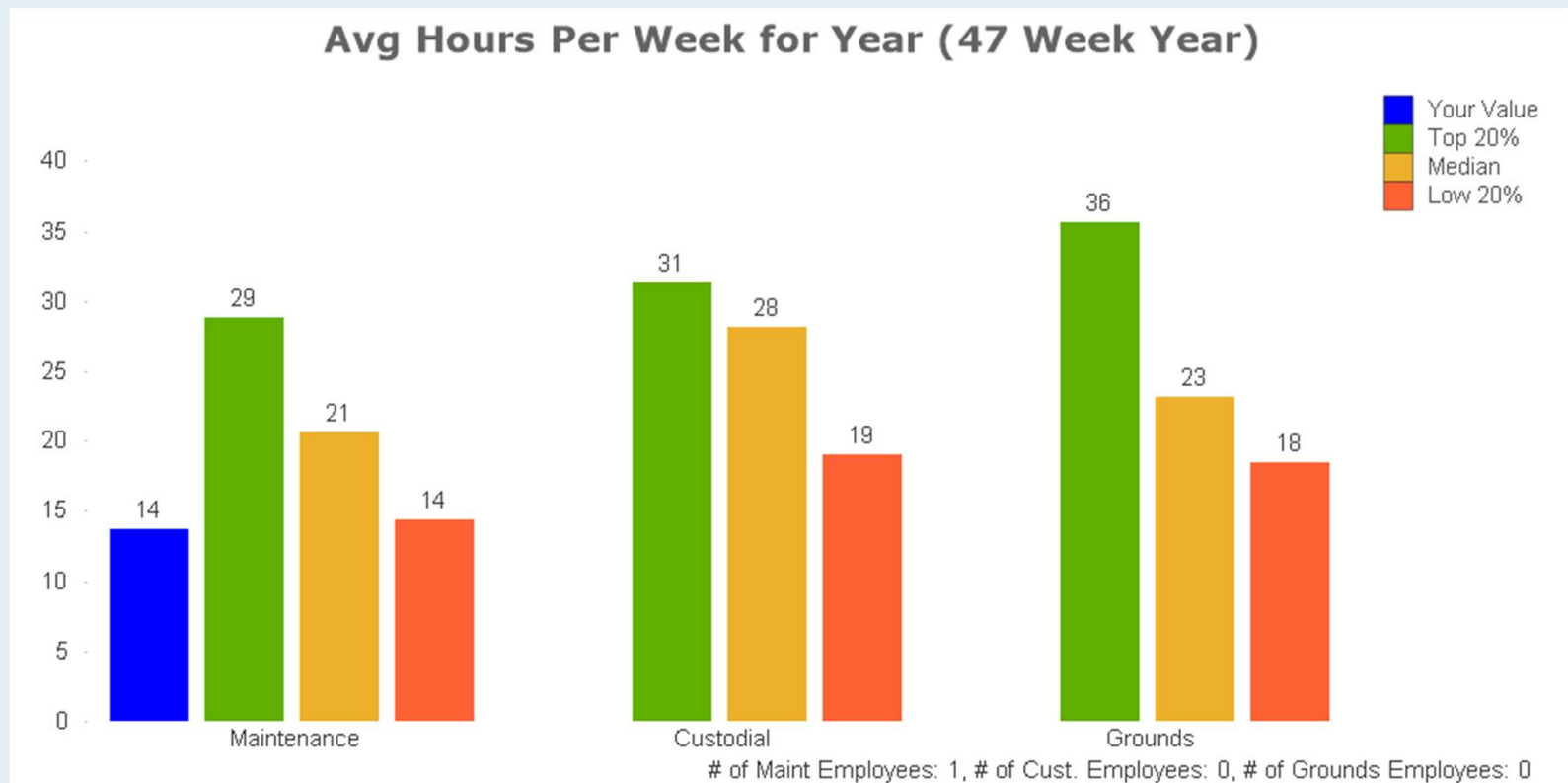
This metric gives you a direct comparison of your staff's productivity compared to peer institutions. Employees are users who have been assigned more than 30 work orders but less than 2000 in the 12 month window.

Avg WOs Per Technician by Year



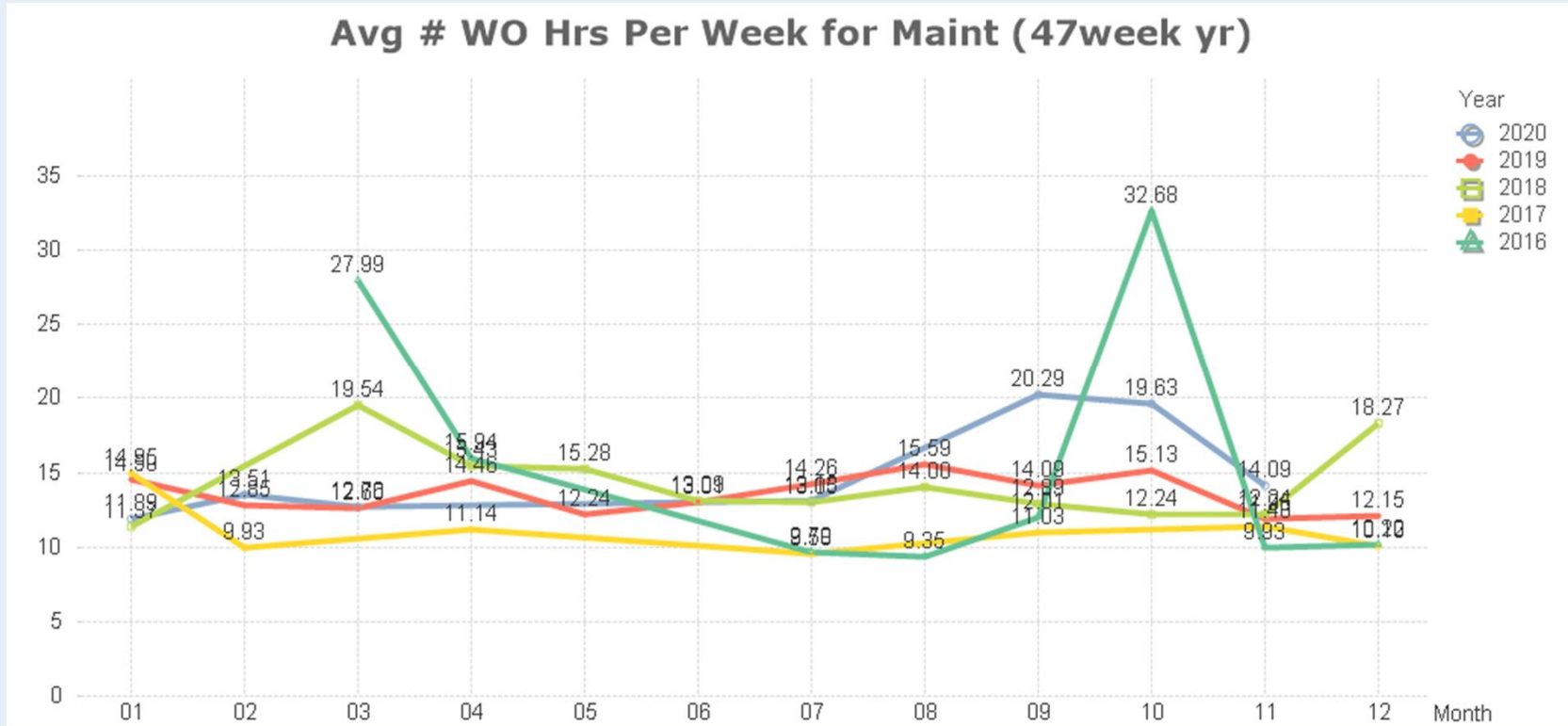
Trend: Past 3 Years based on Created Date

Average Hours Per Employee Per Week



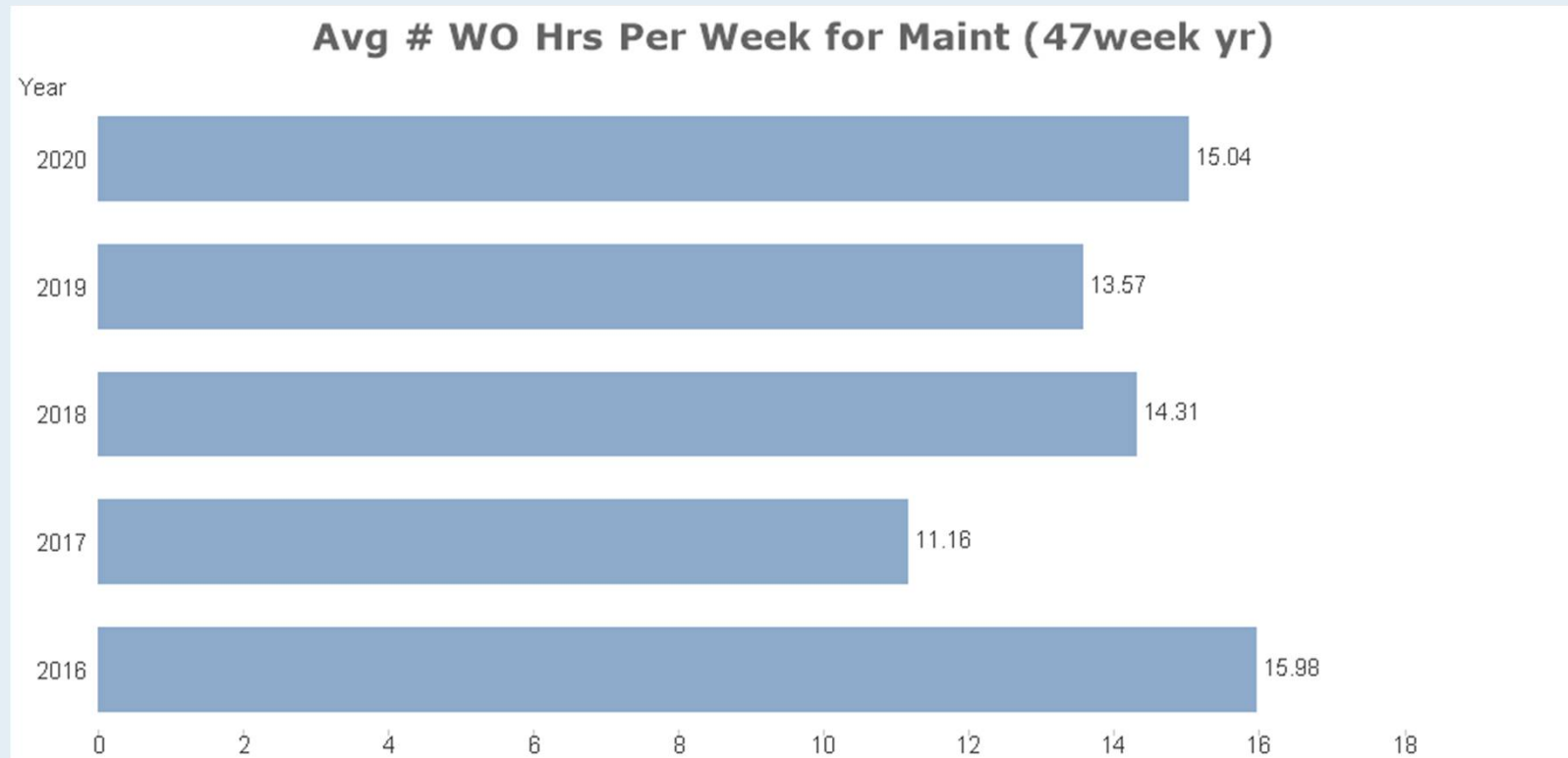
This metric reflects how well you are capturing labor transaction data along with the productivity of your staff. The hours captured in this metric are “wrench turning” hours that are performed on the actual work order. Institutions that implement productivity strategies increase wrench turning time up to four hours per week. That’s the equivalent of adding more than a month of productive time per year. Employees are users with more than 500 hours but less than 3000 in the 12 months window.

Avg Hours Per Week by Month



Trend: Past 3 Years based on Created Date

Avg Hours by Year



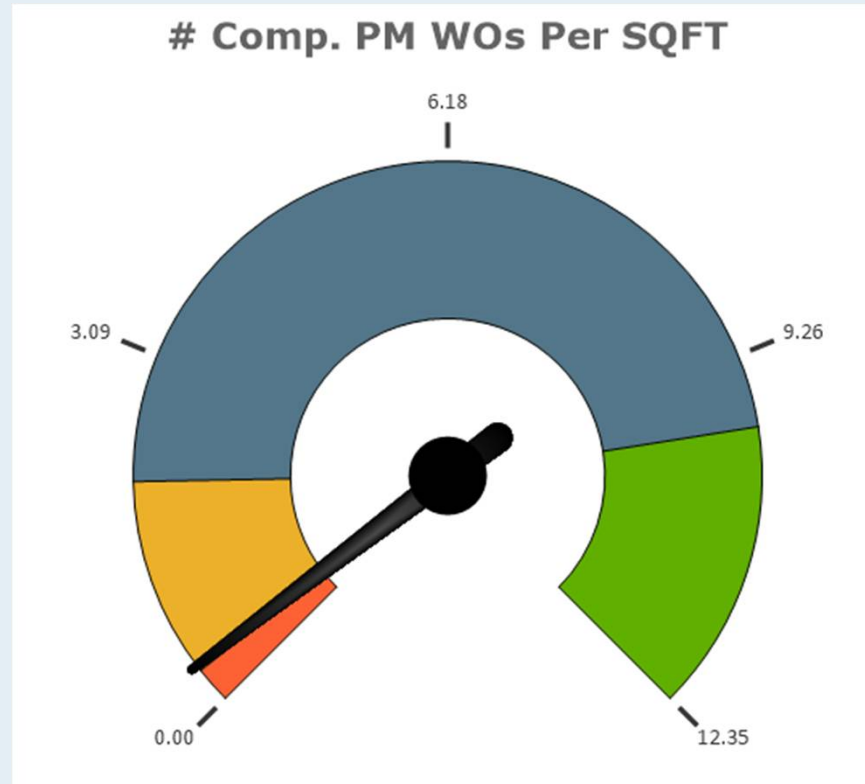
Trend: Past 3 Years based on Created Date

Total Number of PM Work Orders over past 12 Months

of PM WOs

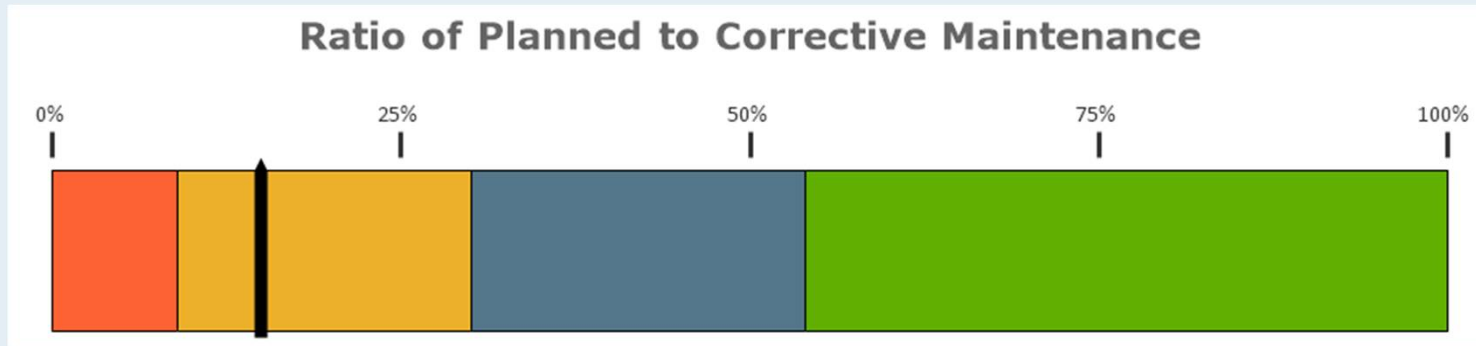
142

PM WOs Per SQFT



# Comp...	SQFT	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
141	387,171	0.36	County	313	0.31	2.01	9.88

Ratio of PM Work Orders to Work Orders

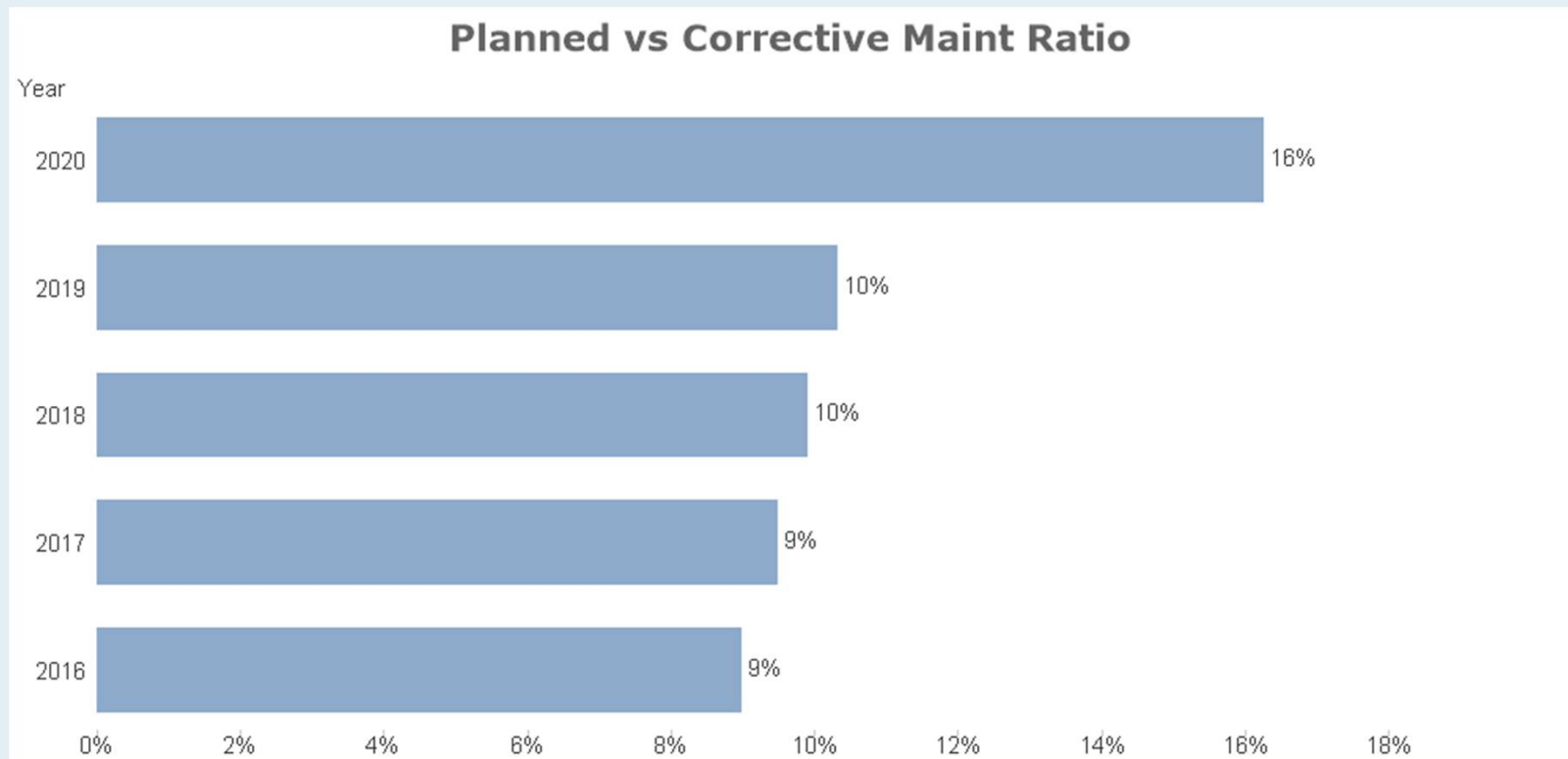


# CM WOs Comp	# PM WOs Comp	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
801	141	15%	County	313	9%	30%	54%

This metric lets you evaluate how successful your institution has been at transitioning from a reactive to a proactive mindset and lets you see how much of your M&O resources are dedicated to PM vs Reactive work. As more time is invested into PMs, you'll see a decrease in reactive work, an increase in cycle times and an improved environment.

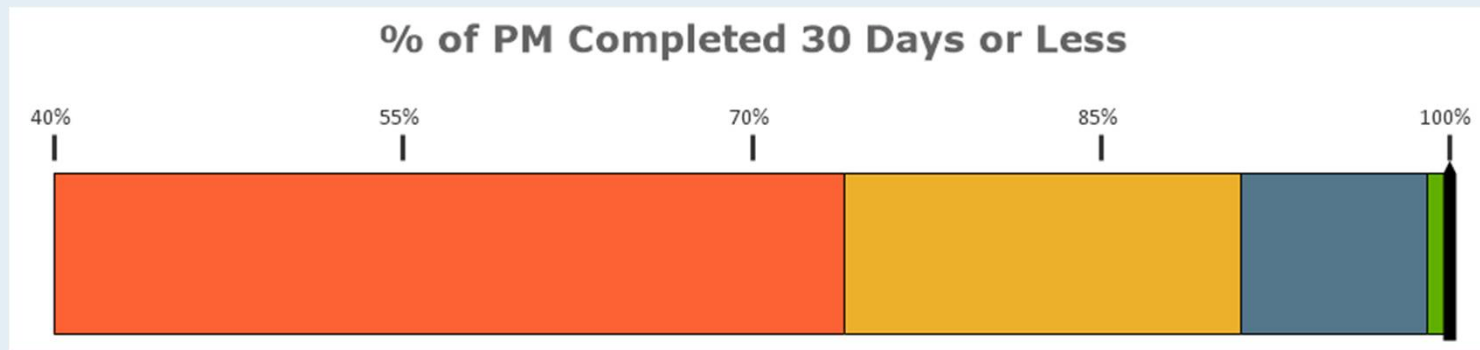
KPI: Rolling 12 Months

Ratio of PM to CM by Year



Trend: Past 3 Years based on Completed Date

Percentage of PM WOs Completed in a Month or Less

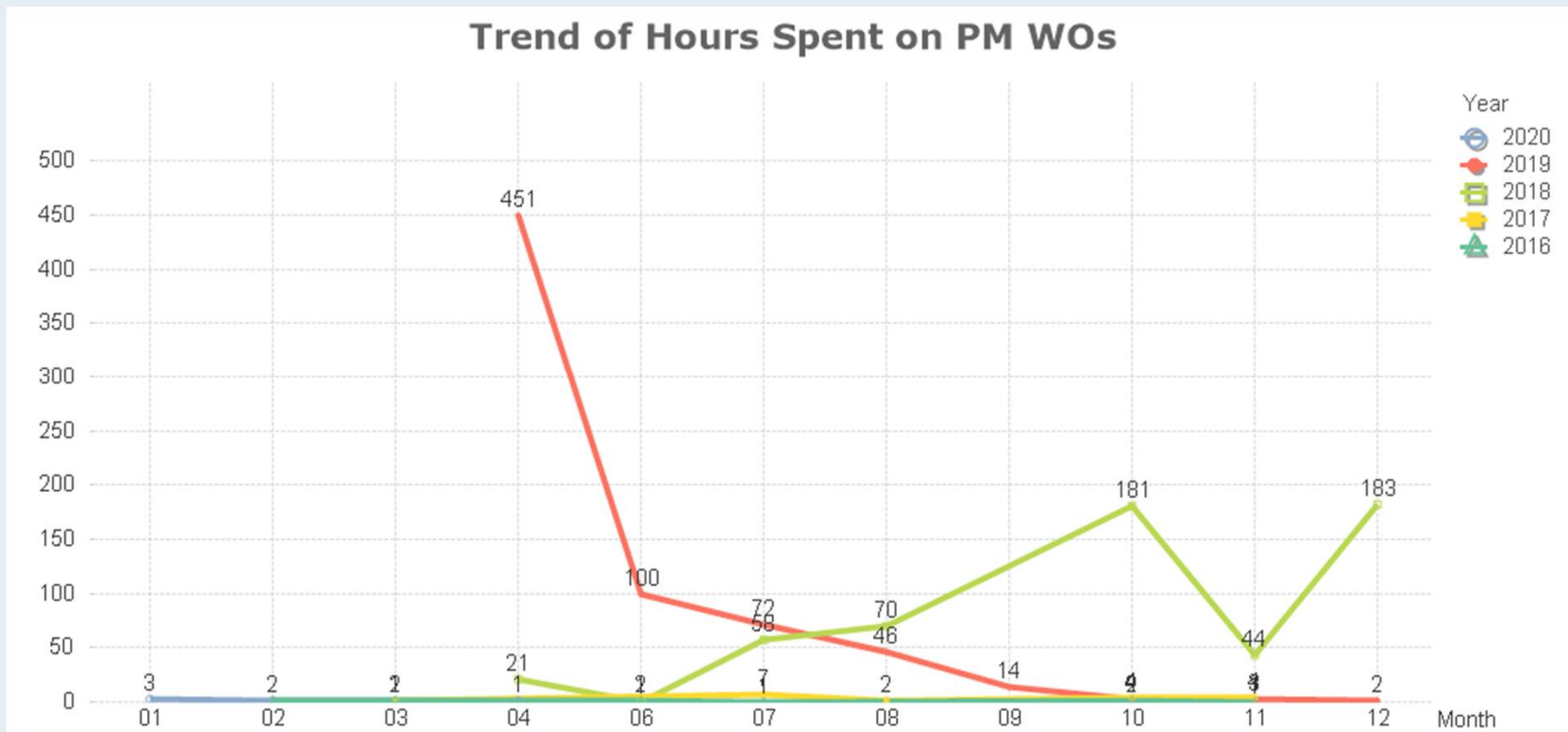


# PM WOs Comp	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
141	100%	County	313	74%	91%	99%

This metric is a measurement of the responsiveness of proactive work. An above average measurement here leads to higher productivity and a decrease in backlog.

KPI: Rolling 12 Months

Hours Spent on PM by Month



Trend: Past 3 Years based on Created Date

PM's for Next 12 Months

Future PM Schedules

PMs Next Yr

157

Future PM Labor Hours

PM Hours, upcoming Yr

130

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

JOURNAL DETAIL 2020 1 TO 2020 12

ACCOUNTS FOR:		ORIGINAL	REVISED	ACTUAL YTD	ACTUAL MTD	REMAINING	PCT
3620	SAFETY OFFICE	ESTIM REV	EST REV	REVENUE	REVENUE	REVENUE	COLL
A	-01-1420-3620-54013 -	6,500	SAFETY SUP 6,470	1,380.00	.00	4,745.00	26.7%
	2020/01/000715 01/31/2020 BUA	-30.00 REF					
	2020/01/001272 01/31/2020 POE	1,725.00 VND	004760 PO 1702	CARDIAC LIFE PRODUCT	DEFIBRUATOR PADS FOR AED'S		
	2020/01/010018 01/01/2020 BUC	6,500.00 REF			ORIGINAL BUDGET 2020		
	2020/06/000162 06/10/2020 API	1,380.00 VND	004760 PO 1702	CARDIAC LIFE PRODUCT	DEFIBRUATOR PADS B&G	657898	
	2020/06/000162 06/10/2020 POL	-1,380.00 VND	004760 PO 1702	CARDIAC LIFE PRODUCT	DEFIBRUATOR PADS B&G	2020	
A	-01-1420-3620-54040 -	0	DUES/SUB 30	30.00	.00	.00	100.0%
	2020/01/000715 01/31/2020 BUA	30.00 REF					
	2020/02/000210 02/19/2020 API	30.00 VND	009417 PO	EMPIRE STATE SAFETY	MEMBERSHIP FEE SAFETY		656676
A	-01-1420-3620-54055 -	29,000	PROF SERV 29,000	29,000.00	.00	.00	100.0%
	2020/01/010018 01/01/2020 BUC	29,000.00 REF					
	2020/02/000048 02/05/2020 API	7,250.00 VND	004263 PO	ONEGROUP NY, INC	CORCO7 SAFETY	656516	
	2020/03/000119 03/11/2020 API	7,250.00 VND	004263 PO	ONEGROUP NY, INC	CORCO7 B&G	657020	
	2020/06/000162 06/10/2020 API	7,250.00 VND	004263 PO	ONEGROUP NY, INC	CORCO7 B&G	657971	
	2020/09/090180 09/09/2020 API	7,250.00 VND	004263 PO	ONEGROUP NY, INC	CORCO7 CORT CO B&G	658922	
	TOTAL SAFETY OFFICE	35,500	35,500	30,410.00	.00	4,745.00	85.7%
	TOTAL EXPENSES	35,500	35,500	30,410.00	.00	4,745.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 12

JOURNAL DETAIL 2020 1 TO 2020 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	35,500	35,500	30,410.00	.00	4,745.00	85.7%

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

Cortland County

Attachment: February Safety Budget (81618) Safety Office Budget Report



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

JOURNAL DETAIL 2021 1 TO 2021 12

ACCOUNTS FOR:		ORIGINAL	REVISED	ACTUAL YTD	ACTUAL MTD	REMAINING	PCT
3620	SAFETY OFFICE	ESTIM REV	EST REV	REVENUE	REVENUE	REVENUE	COLL
A	-01-1420-3620-54013 -	6,400	SAFETY SUP 6,400	.00	.00	6,316.40	1.3%
2021/01/010341 01/15/2021 POE 83.60 VND 009064 PO 20210230 JP MORGAN CARD SERVI Yellow Safety Vests (Amazon)							
A	-01-1420-3620-54035 -	500	ED & TRAIN 500	.00	.00	500.00	.0%
A	-01-1420-3620-54040 -	30	DUES/SUB 30	.00	.00	30.00	.0%
A	-01-1420-3620-54055 -	29,000	PROF SERV 29,000	.00	.00	29,000.00	.0%
A	-01-1420-3620-54078 -	200	Fuel 200	.00	.00	200.00	.0%
TOTAL SAFETY OFFICE		36,130	36,130	.00	.00	36,046.40	.0%
TOTAL EXPENSES		36,130	36,130	.00	.00	36,046.40	

Cortland County

Attachment: February Safety Budget (8163) : Safety Office Budget Report)



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

JOURNAL DETAIL 2021 1 TO 2021 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	36,130	36,130	.00	.00	36,046.40	.0%

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



CORTLAND COUNTY FAMILY COURT

CORTLAND COUNTY COURTHOUSE
46 GREENBUSH STREET, SUITE 301
CORTLAND, NY 13045
Phone (607) 218-3325
Fax (646) 963-6452

JULIE A. CAMPBELL
JUDGE

DAVID C. ALEXANDER
JUDGE

SARAH A. HINCHCLIFF
SUPPORT MAGISTRATE

LAURIE CASE
CHIEF CLERK

DEBORAH ELLIOTT
DEPUTY CHIEF CLERK

January 6, 2021

Porter Kirkwood, District Executive
Sixth Judicial District
31 Lewis Street, Fifth Floor
Binghamton, New York 13901

RE: Quarterly Maintenance & Operations Inspection Report

Dear Porter:

You will find attached the Quarterly Maintenance and Operations Inspection Report for the Cortland County Courthouse for the period ending December 31, 2020.

Respectfully,

Laurie L. Case
Laurie L. Case
Chief Clerk

Enc.

cc: Hon. Julie A. Campbell
Hon. David C. Alexander
Rob Corpora - County Administrator
Paul Heider- Chairman
Sandra Price - Chairman of Judiciary and Public Safety
Beau Harbin - Chairman of Building and Grounds
George Wagner - Chairman of Budget and Finance
Chuck Miller- Supervisor/Building & Grounds
Lynne Day - Chief Clerk - Surrogates Court
Emily Stith - Chief Clerk Supreme/County Court
Deborah Elliott - Deputy Chief Clerk Family Court
Steven Tillottson - Deputy Chief Clerk Supreme/County Court
Sadie Palmieri
Eric Mulvihill

Attachment: County Courthouse Quarterly Inspection Report 10-1-20 to 12-31-20 (8213 : Quarterly Maintenance and Inspection Report for the

State of New York - Unified Court System

Quarterly Inspection of Cleaning and Maintenance of Court Facilities

(Pursuant to Chapter 825 of the Laws of 1987, Chapter 686 of the Laws of 1996, and Rules 34.1 and 34.2 of the Chief Judge)

A. Name and Location of Court Facility: CORTLAND COUNTY COURTHOUSE, Greenbush St, Cortland

B. Inspection for the Quarter ending: December 31, 2020

C. Date of Inspection: 12 / 17 / 20

D. CLEANING (Check one for each category)

	Adequate	Marginal *	Inadequate *
1. General Public Areas	☒	☐	☐
2. Restrooms (public)	☒	☐	☐
3. Court Offices (including locker rooms)	☒	☐	☐
4. Juror Facilities	☒	☐	☐
5. Courtrooms	☒	☐	☐
6. Judge's Chambers	☒	☐	☐

**E. MECHANICAL MAINTENANCE
AND OPERATIONS**

	No Problems	Some Problems *	Serious Problems *
1. Elevators	☒	☐	☐
2. Heating	☒	☐	☐
3. Air Conditioning	☒	☐	☐
4. Plumbing	☒	☐	☐
5. Electrical	☒	☐	☐
6. Building Facade (Incl. exterior, sidewalks, grounds, snow removal)	☐	☐	☒
7. Water Leaks	☐	☒	☐

F. SMALL SCALE REPAIR

(Inc. painting, walls, ceilings, floors, windows)

	Adequate	Marginal *	Inadequate *
	☐	☒	☐

G. OVERALL EVALUATION

	Adequate	Marginal	Inadequate
	☒	☐	☐

* For Categories D, E, and F specify deficiencies on attached sheets

CHAIR OF INSPECTION COMMITTEE:

Hon. Julie A. Campbell A.J.S.C.
Name (Please Type or Print)

REPRESENTATIVE OF LOCALITY:

Chuck Miller
Name (Please Type or Print)

DESIGNATED MAINTENANCE
& OPERATIONS COORDINATOR:

Laurie Case
Name (Please Type or Print)

Handwritten Signature
Signed by
Hon. Julie A. Campbell
12/17/20 9:17:29 AM

Signature

Handwritten Signature
Signature

Laurie L. Case 12/21/20
Signature

A. Name and Location of Court Facility: CORTLAND COUNTY COURTHOUSE, CORTLAND, NY

B. Inspection for the Quarter ending: December 31, 2020

C. Date of Inspection: 12 / 17 / 20

SUMMARY OF DEFICIENCIES NOTED ON INSPECTION REPORT

(Marginal or Inadequate Performance);

ITEM	SCHEDULE FOR COMPLIANCE
1. Columns in building rotunda have cracked facing.	1. Long-standing repair issue. This is an aesthetic issue not a safety issue. The county is working with Bell and Spina Architects and the Historicial Society to prepare and estimated cost of repairs for the possibility of applying for a grant.
2. Cement facing on building leading to employee entrance and stairs is broken and missing in several spots. Other entrance locations are also in disrepair and need attention. These items continue to get worse. The Main entrance steps are closed off because the steps are loose and not safe.	2. Long standing repair issue. The county is working with Bell and Spina Architects and the Historicial Society to prepare and estimated cost of repairs for the possibility of applying for a grant.
3. Scraping and painting of court offices and courtrooms is needed. Some of these areas have not been painted in 30 years.	3. There have been conversations about starting to paint the court offices but painting has not started.
4. Skylights/Stained Glass sometimes leaks during very hard rains.	4. Attempts have been made to fix leaks but minor leaks still continue at times. The county is working with Bell and Spina Architects and the Historicial Society to prepare and estimated cost of repairs for the possibility of applying for a grant.

