

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

January 22, 2001

RECEIVED

JAN 25 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Corkey, P. Lucas, E. Burdick, C. Crandall, E. Sherman

Others Present

J. Margeson, D. Button, B. Hotchkiss, K. Dirlam

Approval of Minutes

The minutes of the December 22, 2000 committee meeting were approved on a motion by Crandall, seconded by Corkey and carried.

Internet Access

Kier Dirlam, Contract Planner, distributed copies of a letter he received from a resident living in the "567" phone exchange district expressing concern that residents living in this exchange do not have a local Internet service provider and that all calls made outside of the 567 exchange are long distance.

Legislator Crandall also indicated that similar concerns have been expressed at the Fillmore and Canaseraga town meetings he has attended. He informed them that members of the Technology Committee were investigating possible solutions to the problem.

Legislator Corkey, Chairman of the Technology Committee, stated that he spoke with several Internet Service Providers regarding this problem. A representative with WNYWeb.net indicated that they had investigated providing a local access number to residents living in this area; however, the price structure of the local telephone provider, Citizens, made the endeavor financially prohibitive. The representative did indicate that Verizon planned to take over the area, and when that happens, an Internet service provider could provide interested residents with a local Internet access number.

Legislator Burdick suggested that Mr. Dirlam discuss this issue with Charles Kalthoff, Executive Director at Accord, as they have been doing a lot of wiring.

Mr. Dirlam mentioned that cable has been upgraded in Angelica and Bolivar which will enable residents to obtain very high speed Internet access.

Data Processing Department

Deborah Button, Director of the Data Processing Department, distributed descriptions of two new positions (Deputy Director and Network Technician) she would like created for her

department. Ms. Button indicated that this change would not increase her 2001 budget as she planned to hire the individuals currently working under contract as County employees and would transfer the necessary funds from her .4 account to her .1 account when she received permission to fill the positions. A motion was made by Lucas, seconded by Crandall and approved to create the new positions and refer the matter to the Personnel Committee requesting they approve the new titles and place them in the proper salary grade. **Refer to Personnel**

After a lengthy discussion of concerns relating to the Data Processing Department, Ms. Button agreed to bring the following items to the next regular committee meeting in February:

1. List of trouble-shooting priorities with estimated response times.
2. Goals for 2001.
3. Rough draft of a policy addressing issues concerning the control and utilization of computer equipment.

Ms. Button agreed to bring the following items to the committee meeting in March:

1. A "wish" list.
2. Expectations of each department including support and confidentiality concerns.

Allegany County Web Site

Ms. Button distributed copies of a detailed Web report. The report outlines and summarizes activity at the Allegany County web site for 2000. Committee members felt the report could be a useful tool for the Planning and Development Committee and requested that Ms. Button forward them a copy.

Ms. Button indicated that our web site is housed by Micro Training in Olean, but that she is able to update the site from her office. Kier Dirlam complimented Ms. Button's quick response time on updates. Ms. Button stated that she would like to see the calendar of events updated and possibly a calendar of meetings added to the site.

Cellular Phones

Brenda Hotchkiss, Clerk of the Board, stated that Kimberly Francisco, Clerk of the Town of Amity, approached her regarding the possibility of the Town of Amity going on the County's cellular phone package. Committee members agreed that the County's cellular telephone package should be kept separate from other entities; however, they would like to assist interested towns and villages in obtaining a suitable, economical package. Ms. Hotchkiss and Legislator Corkey will investigate this matter.

PA System/Microphones

Ms. Hotchkiss stated that several people contacted her indicating that they are not able to hear legislators during the board sessions. Committee members requested Ms. Hotchkiss to check prices on various options and to see how other counties deal with this potential problem.

GIS & Pictometry

Mr. Dirlam stated that Diane Sinton has been working on bringing different map layers together. There are approximately 70 different layers. Legislator Lucas expressed concern regarding the hardware and software requirements for GIS and Pictometry. Committee members requested Ms. Button and Mr. Dirlam to put together a brief explanation of hardware and software requirements as well as how employees will access GIS and Pictometry.

Legislator Corkey stated that he notified Pictometry that the Board approved the contract, and Pictometry should be sending a new contract reflecting the amendments the County requested. Legislator Corkey also stated that Scott Sherwood took himself off the project at the request of Legislator Corkey.

NYS Office of Technology Reports

Committee members will meet for the sole purpose of discussing the NYS Office for Technology reports on Monday, March 12, 2001 at 10:30 a.m. Legislator Corkey will put together an agenda so that the relevant issues can be discussed.

Verizon Easement

Committee members briefly reviewed a request from Verizon for an easement so that they can provide high speed digital service to the New York State Department of Labor at 7 Wells Lane, Belmont, New York. Committee members agreed that this matter does not fall under the jurisdiction of the Technology Committee. The Public Works Committee already plans to review the matter later in the day.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

MEMORANDUM OF EXPLANATION

Intro. No. _____
(Clerk's Use Only)

COMMITTEE: Technology

DATE: January 22, 2001

The Data Processing Department wishes to create two new positions, Deputy Director and Network Technician.

FISCAL IMPACT: 0.00 - Going from contractual to permanent employee

For further information regarding this matter, contact:

Debbie Button, Director of Data Processing

268-9288

NETWORK TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position with the responsibility for the troubleshooting of the operation of computer equipment and network. The incumbent must provide installation, maintenance and repair of personal computers and related peripherals, to include network wires, hubs, switches, etc. The incumbent must provide configuration, security, control and coordination of a network of personal computers and related peripheral. The incumbent may monitor and operated personal computers and related peripheral equipment to determine the performance of equipment in order to suggest an upgrade or replacement. The position requires frequent contact with computer users to identify problems and assist in computer use. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provide technical support to staff utilizing a personal computer; configures and coordinates a personal computer network; evaluates department needs and applications for a network to suggest modifications to a system to increase efficiency. Troubleshoots error in current systems, both hardware and software. Assists users in proper function and utilization of the network system. Establishes security profiles for users. Work is performed under the general supervision of higher-level professional administrative and/or technical staff to assign, delete and control security passwords to assure integrity of the network

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES:

Good knowledge of modern methods, principles and techniques of computers;

Good knowledge of the procedures for preparing the system for use, including testing equipment prior to use;

Good knowledge of procedures for initial program loading of the system and of the related software functions:

Good knowledge of the installation and maintenance of computer equipment and peripheral equipment; ability to reason with a high degree of logic;

Good knowledge of the use, operation and maintenance of computer network;

Ability to understand and follow detailed oral and written instructions;

Ability to work well with others:

A high degree of accuracy, and dependability;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in computer science, computer technology, computer repair or a closely related field:
or
- (B) Graduation from high school or possession of a high school equivalency diploma, and two years of experience in the installations and maintenance of networks and related peripheral equipment or:
- (C) A equivalent combination of training and experience as defined by the limits of (a) and (b).

DEPUTY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position with the responsibility for the administration, operation, configuration, security, control and coordination of networks and related peripherals. Supervise and oversee data processing staff, maintain quality controls. Improve overall production.

TYPICAL WORK ACTIVITIES:

Conducts and coordinates detailed system-design studies of complex operations with a view to applying electronic data processing methods; Determines the feasibility for the use of computers in solutions of complex management problems and recommends improved approaches to current operations. Coordinates the implementation of systems of some magnitude and complexity. Reviews and evaluates existing sophisticated computer applications. Analyzes user needs and designs optimum solutions. Oversees the installation and start-up of new data processing equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES:

Considerable knowledge of techniques in systems and design as applied to electronic data processing.

Considerable knowledge of the general operating principles and capabilities of electronic data processing equipment.

Considerable knowledge of office procedures and processes and of the techniques involved in their analysis and adaptation to electronic data processing equipment.

Ability to think logically and to analyze and interpret complex system problems.

Ability to make oral and written reports and presentations and to prepare charts with clarity and precision.

Ability to apply the principals and techniques of developing instructions for computer systems.

Ability to coordinated effectively the work of others, and to establish effective working relationships with associates and personnel of organizational units in which studies are conducted.

Recommends equipment purchases

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Bachelor's degree in computer science, and three years experience in various networks including experience in overall network administration; or
- (B) Graduation from high school or possession of a high school equivalency diploma, and six years of experience in various networks including experience in overall network administration; or:
- (C) A equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

February 26, 2001

John M.

RECEIVED

FEB 28 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Corkey, P. Regan, E. Burdick, C. Crandall, E. Sherman

Others Present

J. Margeson, D. Button, B. Hotchkiss, K. Dirlam, L. Dibble

Approval of Minutes

The minutes of the January 22, 2001 committee meeting were approved on a motion by Burdick, seconded by Crandall and carried.

Brenda Hotchkiss, Clerk of the Board, requested that the December 22, 2000 Technology Committee minutes be amended to reflect Legislator Nielsen's presence at that meeting. The request was approved on a motion by Crandall, seconded by Burdick and carried.

"567" (Fillmore) Telephone Exchange

Verizon representatives indicated that there are no plans to replace the Citizens Telephone Company as the local provider in the 567 exchange; however, Verizon does plan to become the default long distance provider in that area.

Two Allegany County companies, WNYWeb, out of Cuba, and Glencove PC, out of Rushford, have been investigating the possibility of expanding their ISP services to the 567 exchange. Apparently the project would be quite costly, and they would need to have a customer base of at least 600 clients to justify the capital output.

Another company, DCT (Data Control Technology), out of Arkport, has been working with citizens in the Houghton community on the possibility of providing a local ISP. Currently DCT provides commercial wireless Internet connection.

Area Code Status

There is no new information on the area code. The NANPA still has not approved the Public Service Commission's request for an area code.

Battery Backup of Telephone System

The power supply for our telephone system was shut down on February 21, 2001 to test our battery backup. Unfortunately the batteries did not have enough voltage to support the

telephone system. Ronco discovered that one of the eight batteries is defective and will need to be replaced. Our Ronco account representative, John Choczynski, will contact the manufacturer to see if they will replace the battery free-of-charge. Committee members requested Ms. Hotchkiss to find out if and when the batteries were ever tested prior to last week. Committee members stated that the system should be tested at least once a year.

When the power was returned to the telephone system, the eight designated emergency telephones remained dead. Committee members want to ensure that this won't happen and also want this aspect of the test to be checked. In addition, Ronco should test and confirm that the eight designated emergency phones will function as analog phones if Allegany County should experience an extended power failure.

Flexpath

We currently pay approximately \$1,056.35 each month for our Verizon Flexpath. If we agree to sign a 24-month rate stability plan, which will freeze this rate, Verizon will also offer us a 10 percent discount on our flexpath charges (\$105.63/month, \$1,267.56/year). A motion was made by Regan, seconded by Burdick and carried to participate in Verizon's rate stability plan.

Computer Use and Purchase Policy

Deborah Button, Data Processing Director, distributed the attached draft of the *Allegany County Computer Use/Purchase Policy*. This policy also includes a list of trouble shooting priorities and expected response times. After a brief discussion, committee members requested Ms. Hotchkiss to send a copy of the policy to all department heads asking that they e-mail any comments, concerns, suggestions, or questions to Legislator Corkey by March 9. Legislator Corkey will prepare a summary of the responses for the March 12 meeting. After the Technology Committee has formally approved a policy, they will forward it to the Ways and Means Committee for final review.

Ms. Button also distributed the attached copy of goals for 2001. It was noted that acquiring office space is a top priority. Committee members requested Ms. Hotchkiss to add this topic to the Ways and Means agenda for Wednesday, February 28. Other items will be discussed further at the March 12 meeting.

There was a brief discussion on Internet costs. Legislator Regan requested Ms. Button to contact Adelphia to see what type of package they might be willing to offer the county.

GIS/Pictometry - Hardware & Software Requirements

Kier Dirlam, Contract Planner, indicated that GIS applications are usually run from a program called ArcView. Mr. Dirlam stated that ArcView will run on any modern computer, and no one at the County should experience any problems with it. They were looking at networking possibilities, but because of the high costs involved in purchasing an ArcView license, they are exploring other options. Each computer that ArcView is used on must have a separate licensed copy of ArcView. One way to limit this cost is for departments to share data.

Ms. Button stated that a Pictometry representative will come to our building and install the Pictometry software right on the server so that it will be available to all that need it. Representatives from Pictometry have indicated that they probably will not be able to complete a flyover until the fall. Pictometry may supply Allegany County with a partial image file so that users can become accustomed to using the software.

Allegany County Web Page

Legislator Regan stated that he would like our web page to be modernized so that people can download forms from it. He suggested that all RFPs should be placed online. Legislator Regan believes we would experience a tremendous savings in postage and also receive a much broader response. He would also like citizens to be able to order tax maps or similar materials right off our web page, and to be able to pay for these items with a credit card.

Ms. Button indicated that she would like to move web hosting to our site to allow each department to keep their web pages updated.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

ALLEGANY COUNTY COMPUTER USE/PURCHASE POLICY

SECTION I – GENERAL STATEMENT OF POLICY

This policy is established to define appropriate guidelines for the use of desktops, laptops and all other computers and computer related equipment. The County provides a variety of computer resources to its officers, employees and all other authorized personnel. Common sense and applicable federal and state laws should guide use of these resources. The purpose of this policy is to define the acceptable limits within which users should exercise their discretion.

The following users are covered by this policy:

- Full or part-time employees of Allegany County
- Volunteers who are authorized to use departmental resources to access the internet.
- Department contractors who are authorized to use County-owned equipment or facilities.

Computers and the Internet are undoubtedly the most powerful tools of worldwide communication ever devised. They allow free and open communication for anyone with access to a computer and a modem. They make information almost instantaneously accessible on almost any topic. They can be a valuable tool for business, education, government, and personal use. However, like any tool, their use must be limited to their intended purposes. The following policies are intended to establish the framework for computer use.

E-Mail, and Internet use by departments, officers and employees of Allegany County government are covered under a separate policy.

Granting use of a computer or Internet access does not constitute a term and condition of employment and the County reserves unto itself the absolute right in its sole discretion to provide or remove computers and Internet access from any department, officer or employee.

SECTION II – PRINCIPLES

- All existing county policies and practices apply to computer use, especially those that deal with intellectual property protection, privacy, misuse of county resources, sexual harassment, information and data security, confidentiality, solicitation on county premises, records retention, open meetings and freedom of information.
- Users should have no expectation of privacy in their use of county computer resources. All equipment and connections are county property, provided for county purpose. Software and systems that can monitor use will be utilized. Use of county computer systems and networks constitutes consent to such monitoring.

- Users shall not apply county resources to personal gain, such as marketing, sales, or solicitation, nor the advancement of any personal belief or creed, religious or political; to illegal activities of any sort, including but not limited to sexual harassment, prohibited discriminatory activity, or copy write infringement; to threatening, obscene, defamatory or harassing activities; to disruptive, unethical or unprofessional behavior.

Users shall not apply county resources to intentionally interfere with the performance of the resources, especially networks; to access data on any network computer without the Data Processing and/or appropriate Department Head's permission; to interfere with the legitimate work of other users; to conduct inappropriate or unethical communication; to spread computer virus, Trojan horses, worms or any other program designed to violate security, interfere with proper operation of any computer system or destroy another user's data; to communicate in the name of the county, or when it may reasonably be assumed that the user is communicating on behalf of the county, without authorization to do so.

Interactive chat sessions should be restricted to those that are necessary for conducting official county business. Solicitation for non-profit and charitable causes (except for the annual United Way fund drive) may only be conducted with approval from County Administrator and Director of Data Processing.

Users shall apply county resources only to activities which are directly related to the operation and conduct of county government, except that users may, outside their normal work hours or on break time, use county resources for reasonable personal activities, including casual e-mail and internet research, provided that all other usage policies are followed and further provided that the Director of Data Processing may restrict such personal use if necessary to conserve system resources for county purpose.

- All data, information, records and software on county computer and computer related resources are the property of the county.
- Resource security must be maintained, and users shall take all reasonable precautions, including; safeguarding their passwords; maintaining reasonable physical security around county equipment; insuring that virus protection is enabled and in place; regularly backup essential records; and logging off unattended work stations.

Workstations must be logged off at the end of each working day. A user who is logged on to a networked computer is responsible for any activity that occurs from within that account or on that computer during that sign-on.

All software installation will be done by the Data Processing Department so that software installation will be obtained in accordance with

appropriate vendor patents, copyright or license agreements. All incidents potentially affecting system security will be reported to the Director of Data Processing.

- Administration of servers is the sole responsibility of the Data Processing Department.
- E-mail created in the normal course of official County business and retained as evidence of official County policies, actions, decisions or transactions are records subject to records management requirements under the New York Arts and Cultural Affairs Law, and may be subject to specific program retention requirements. Such records include but are not limited to policies and directives, correspondence or memoranda related to official business, work schedules and assignments, agendas and minutes of meetings, any document that initiates, authorizes, or completes a business transaction, final reports or recommendations; but do not include personal messages and announcements, copies of extracts of documents distributed for convenience or reference, phone message slips, or announcements of social events.
- Except for bulk e-mail authorized by the Director of Data Processing and the Department Head, e-mail shall not be sent to all county users (nor to all users within a department) without the authorization of the Director of Data Processing and the Department Head, respectively. Such "broadcasts" generate a burden on system resources and may interrupt the work of a substantial number of people. Similarly, no large, in excess of 1.5MB will be mailed via Internet without the approval of the Director of Data Processing.
- All County employees will use their provided e-mail address primarily for official correspondence. This ensures official correspondence is retained appropriately. Information that is sent via e-mail on the County's system is subject to the Freedom on Information Law (FOIL) and could be subject to disclosure. Any requirement to use other than the county standard requires approval by the Director of Data Processing.
- The County's security software may record and store for management use the electronic e-mail message sent and received by employees, including the Internet address of sites visited, and any network activity in which files are transmitted or received.
- Only software owned by Allegany County or authorized by the state of New York for installation on county computers may be loaded on county computers. The Director of Data Processing must approve request for other software installations.
- County employees will be given a unique username for accessing the County's Local Area Network (LANs) and Wide Area Network (WAN). The

following message will precede the logon screen for workstations connected to the County's LAN and WAN/

This system is part of the Allegany County Wide Area Network and is for the sole use of authorized users for primarily official County Business. By logging on, you as the user, agree to abide by the Allegany County Computer Use Policy. To protect the system from unauthorized use and to insure that the system is functioning properly, users accessing this computer system are subject to having their activities monitored by authorized County personnel. Any user on this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, authorized County personnel may provide the results of such monitoring to appropriate officials for follow-up and possible disciplinary action.

- Courtesy and etiquette are important.
- Violation of this policy could lead to disciplinary action or criminal prosecution or both.

SECTION III – LAPTOP SPECIFIC

- Laptop computers are easily stolen. Avoid leaving laptops in a situation that increases the risk of theft. Do not leave laptops unattended. If stolen, please report to your department head.
- Laptops are to be carried in a carrying case. Do not attempt to carry one without a carrying case. This can result in dropping it with no protection, which may cause damage to the equipment.
- Do not leave the laptop in direct sunlight or in a car for a prolonged period of time. The heat of the summer or the cold of the winter can damage the computer. These conditions are not covered by warranty.

SECTION IV - COMPUTER PURCHASE

- All computers, printers, scanners, hubs, switches, computer cables, wiring, routers and any computer related hardware are purchased and installed through the Data Processing Department with the approval of the County Administrator.
- All software purchases are purchased through the Data Processing Department and must be discussed with the Data Processing Director to determine if the current equipment is capable of handling the software.

DATA PROCESSING PRIORITIES AND RESPONSE TIME

➤ PRIORITY A

1. AS400 Server Problem
2. Server Problem
3. Router/Switch/Hub Problem
4. Security Violation
5. Virus

The response time for any of the following problems is immediate. Anyone receiving a virus must call Data Processing immediately.

➤ PRIORITY B

1. System Server Application Error
2. Data Integrity Problem
3. Network Printer Down

The response time for any of the above-mentioned problems is four hours.

➤ PRIORITY C

1. PC Down
2. Application Error
3. Local Printer Down

The response time for any of the above-mentioned problems is one business day to trouble shoot the problem and two business days to have the problem resolved.

➤ PRIORITY D

1. Application Usability
2. Hardware upgrade or replacement of parts
3. Software Installation

The response time of any of the above-mentioned problems is first in first out. All hardware is replaced as it comes back from the vendor. System replacements are done on an as need basis. All computers and peripherals are purchased through the Data Processing Department and replacement of the old system is done on a first in first out method.

The Data Processing Departments goals for 2001 were as follows:

- Change wire between hubs to fiber optic and change hubs to switches for speed.
- Advance training for county employees if space has been made available. Enforce training before anyone is allowed upgrades on their computers. A person would have to be hired to do this or contract this position.
- Hire a Web Master is space available, for housing own Web Page and to continue improving it to include Tax information, Treasurer's Tax Sale List, forms etc.
- Installation of another T1 using DSL technology. DSL (Digital subscriber line) technology is 125 faster than a standard modem.

Accomplished:

Changed all hubs to switches for speed on the network.
Training has been made available off site – through JCC & Alfred State.
Web Page has been enhanced to include the Tax Department, Treasurers Tax Sale List and Request for Proposal.
Another T1 Line was installed through the Diffusion Grant and we are currently working on accessing it.

2001 Goals

- Acquire office space to bring my employees and myself together so that we can be more productive and efficient in our department.
- Continue working with BOCES to get a better rate for the Internet access.
- Installation of Pictometry.
- Move Web Hosting to our site to allow each Department to keep their web pages updated.
- Installation of the RPS Version 4 software.

GIS/PICTOMETRY (hardware/software requirements)

Anyone currently using GIS software has hardware available and no upgrades are needed.

The Pictometry software will be placed on a server in the Data Processing Department and a link will be made to each individual who will be utilizing the software.

WISH LIST

- **Bigger office – Elections**
- **Change Department Name from Data Processing to Information Technology**
- **Hire Web Master**
- **Elevator in Old Court House**

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

March 12, 2001

John M.
RECEIVED

MAR 16 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Corkey, P. Regan, P. Lucas, E. Burdick, C. Crandall

Others Present

D. Button, B. Hotchkiss, K. Dirlam, W. Dibble

Committee members met today to review several documents and to discuss the direction the Data Processing Department should be heading.

Allegany County Computer Use/Purchase Policy

The Allegany County Computer Use/Purchase Policy was distributed to each department approximately two weeks ago with a request for input. Committee members reviewed the comments and suggestions that were received and also analyzed the content of the policy paragraph by paragraph. During the review, Deborah Button, Data Processing Director, provided explanations and answers to any questions or concerns that were raised.

Ms. Button plans to regroup related topics within the policy and to incorporate several suggested wording changes to better convey the intended meaning. Committee members want the policy to communicate a vision and desire to support computer usage while also conveying expectations of responsible use and strong work ethic. Ms. Button will also check with the Personnel Department to see if a County Code of Ethics currently exists.

Departmental Computer Usage and Support

The ability to share pertinent information among departments was discussed. Ms. Button indicated that employees within a department can already share information; and the Health Department, Office for the Aging, and Social Services should be able to share relevant information with each other in the near future.

The use of passwords was discussed. Ms. Button stated that individual network passwords should be kept confidential as her office has the ability to change a user's password if necessary. However, each department should keep a list of any passwords used on individual programs in case the need to use an employee's password ever becomes necessary.

Committee members discussed the need to maximize the use of employee's talents and knowledge regarding the use of computers already available in most departments. If each department could rely on someone within that department for assistance involving computers,

downtime would be decreased and Data Processing personnel could devote their attention to other matters. Ms. Button will investigate this matter further.

Data Processing Department

The beginning of the NYS Office for Technology November, 1998 report was briefly reviewed. Committee members discussed computer training options and staffing needs.

Ms. Button briefly discussed departmental goals, staffing needs, and office space needs. Committee members discussed a previous suggestion to change the name of the Data Processing Department to Information Technology Department. Committee members agreed that the proposed name better describes the responsibilities and functions associated with our Data Processing Department. Legislator Curtis Corkey, Chairman of the Technology Committee, added that all components of information technology including telephone services should fall under the jurisdiction of the Information Technology Department. A motion was made by Regan, seconded by Crandall and carried to change the name of the Data Processing Department to Information Technology Department. **Refer to Ways and Means**

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

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TECHNOLOGY COMMITTEE

March 26, 2001

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BOARD OF LEGISLATORS

Committee Members Present

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Others Present

D. Button, B. Hotchkiss, L. Dibble

Approval of Minutes

The minutes of the February 26 and March 12, 2001 committee meetings were approved on a motion by Burdick, seconded by Regan and carried.

Microphone/Speaker System

Brenda Hotchkiss, Clerk of the Board, stated that Ronco submitted a quote for a new microphone/speaker system in the board room. Committee members indicated that they are still interested in purchasing a microphone/speaker system for the board room and instructed Ms. Hotchkiss to proceed in obtaining additional quotes. Legislator Burdick suggested that The Sound Track in Allegany be contacted.

Allegany County Web Page

Legislator Lucas commented that it was nice to see the tax sale properties and maps available on our web page. Committee members indicated that they want to see Allegany County move toward obtaining bid requests and making purchases via e-mail and the Internet, and that mail distribution of all RFP's should be phased out. Ms. Hotchkiss indicated that most supplies are already being purchased over the Internet.

Telephone System

Legislator Lucas expressed concern that the technological capabilities available with our telephone system are not being used to their potential. He complimented the support collection unit for their use of our automated answering service and would like to encourage other departments to take advantage of this feature. Ms. Hotchkiss indicated that most department heads have indicated that they want a "live" person answering their phones.

Committee members agreed that Allegany County should be moving toward a paperless communication system, and requested that the matter be referred to Ways and Means. A referral will be made to the Ways and Means Committee for suggestions on how the phone system, internet, and e-mail can be used more efficiently.

Computers

Deborah Button, Data Processing Director, stated that she will continue to work on all of the items discussed on March 12.

Ms. Button briefly described the Real Property Tax Department's software and hardware needs and also mentioned that the Treasurer's tax program will need to be updated next year.

Requesting computers through certain grants was discussed, and committee members believe that this process should fall under the *Computer Purchase Policy*. Legislator Lucas suggested that Ms. Button develop a list of what computer hardware will be needed in the future so this list can be reviewed during the grant writing process.

Committee members discussed possible uses of the laptops that need to be replaced in the Health Department.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

**NOT
APPROVED**

J. Margeur

TECHNOLOGY COMMITTEE

April 23, 2001

RECEIVED

APR 30 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Corkey, P. Regan, P. Lucas, E. Burdick, C. Crandall, E. Sherman

Others Present

D. Button, B. Hotchkiss, L. Dibble

Approval of Minutes

The minutes of the March 26, 2001 committee meetings were approved on a motion by Lucas, seconded by Burdick and carried.

Microphone/Speaker System

Quotations to install a new microphone/speaker system in the board room have been received from two vendors. Ms. Hotchkiss said that quotes would need to be obtained from at least one more vendor. Legislator Corkey requested copies of the proposals.

Verizon Flexpath Rate Stability Plan

At the February 26, 2001 Technology Committee meeting, the committee approved the signing of a 24-month rate stability plan for the flexpath. Verizon indicated that we would receive a 10 percent discount on our flexpath charges if we participated in their rate stability plan. Since that time, Verizon contacted Ms. Hotchkiss and said that Allegany County did not meet their annual minimum usage commitment and would not be eligible for the 10 percent discount. Ms. Hotchkiss indicated that our annual commitment amount is \$145,000. Since the majority of our traffic now runs over our AT&T T-1, we fall way below that amount. Most of the money we pay to Verizon is for service charges for the flexpath, DID numbers, and similar items.

Telephone Service

Committee members asked Ms. Hotchkiss if she was investigating the possibility of making any changes to our telephone service. Ms. Hotchkiss indicated that she did not feel any changes were necessary at the present time, but that she tried to stay aware of available options. Ms. Hotchkiss stated that our AT&T T-1 currently provides the best service at the most economical price.

Battery Backup of Telephone System

When the test of our battery backup of the telephone system failed on February 21, 2001, Ronco discovered that one of the eight batteries was defective. That battery was replaced and the battery backup system was again tested on March 28. The test was successful and no problems were encountered. The pro-rated cost of the new battery was quoted at \$140; however, Ronco did waive the associated installation and labor costs.

Power Failure Transfer Sites

Our digital telephone system will not work without electrical power. In the event of an extended power failure, each of our eight main trunk lines will become accessible at eight different designated sites (power failure transfer sites) throughout the building. Bob Geertson, the Ronco technician that tested the battery backup system, discovered that the power failure transfer sites would operate more effectively, efficiently, and as they were intended to operate if each site had a separate analog port that could be used. As of April 11, seven of the eight power failure transfer sites have been rewired and tested. The power failure transfer site in Joseph Presutti's office will be completed after our Maintenance Department completes some additional wiring. (The site in Mr. Presutti's office was completed this afternoon, 4/23.) It was noted that the power failure transfer sites will not operate unless we experience an actual power failure. If necessary, we do have the ability to manually inflict a power loss, and a Ronco technician will show maintenance personnel and Brenda Hotchkiss how to do this.

In addition to the County's eight power failure transfer sites, the Office of Emergency Services also has two lines (268-7658 and 268-5290) on a separate telephone system that will work in the event of an extended power failure. The County E-911 and Dispatch Center is not associated with and runs completely independently of the County Ronco telephone system and will also operate in the event of an extended power failure. The eight (8) telephone jacks in Room 8 will NOT work as they are tied directly into the Ronco system.

Some committee members expressed concern regarding the number of available telephone lines should the County experience an extended power outage. Committee members questioned why the main telephone system was not tied into the County's emergency generator. Ms. Hotchkiss stated that she believed that the generator might not provide "pure enough" electrical power which might mimic a "brown-out" situation in the telephone system. Ms. Hotchkiss will discuss this matter with Ronco. Committee members also want to make sure that the department heads located at the power failure transfer sites understand how to use the dedicated lines. Legislator Corkey indicated that he plans to bring these emergency related questions up at the next Public Safety meeting.

Fax Machine

Brenda Hotchkiss indicated that the central service fax machine would probably need to be replaced before the end of the year. Ms. Hotchkiss distributed a summary of quotations and information on eight different machines for committee members to review.

Area Code Issue

On April 5, 2001, the North American Numbering Plan Administration (NANPA) announced that a new area code (585) was assigned to the western part of New York State. Copies of NANPA's implementation schedule for relief of the 716 area code as outlined in their letter to the New York Public Service Commission was distributed to committee members.

The proposed area code boundaries do not follow Allegany County's borders and will divide Allegany County into three separate area codes, 585, 607 and 716. Committee members feel the change is definitely imminent, and they do not plan to take any further action to reverse the decision at this time.

"567" (Fillmore) Telephone Exchange

Committee members asked Legislator Corkey the status regarding the companies investigating the possibility of expanding their ISP services to the 567 exchange. Legislator Corkey indicated that DCT (Data Control Technology), out of Arkport, still plans to work with citizens in the Houghton community in the hopes of providing a local ISP, but the issues will not be addressed until the Fall. Legislator Corkey indicated that WNYWeb, out of Cuba, has completely dropped the issue because it would not be profitable with the current telephone infrastructure in that area.

Transmission Towers

Legislator Burdick stated that the transmission towers recently installed along highways were built on speculation, and they will be completed when they are leased.

Computer/E-mail Policy

Deborah Button, Data Processing Director, distributed a draft copy of the *Allegany County Computer/E-mail Policy*. Committee members will review the document and plan to discuss it at the next Technology Committee meeting.

Software Demonstration

Ms. Button demonstrated new software that is being considered on a trial basis in one department. Ms. Button indicated that this particular software would have only very limited applicable use by the County.

Executive Session

A motion was made by Burdick, seconded by Crandall and carried, to go into executive session to discuss the financial, credit or employment history of a particular individual. Following the executive session, a motion to return to regular session was made by Burdick, seconded by Crandall and carried.

Data Processing Department

Committee members questioned Ms. Button about the possibility of upgrading computers rather than replacing them. Ms. Button indicated that her department is capable of and always does upgrade computers rather than just replacing them.

Ms. Button stated that her next priority item was to update the Real Property Tax Department's server.

The Board of Elections hopes to be moved to their new location at 6 Schuyler by the end of the first week in May. Ms. Button will be able to move the Data Processing Department to the Board of Elections current location in the basement of the Courthouse sometime thereafter.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

May 29, 2001

John M.
RECEIVED

JUN 1 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

P. Regan, P. Lucas, E. Burdick, C. Crandall, E. Sherman

Others Present

D. Button, B. Hotchkiss, L. Dibble, W. Dibble, K. Dirlam

Approval of Minutes

The minutes of the April 23, 2001 committee meetings were approved on a motion by Lucas, seconded by Crandall and carried.

Computer/E-mail Policy

Deborah Button, Data Processing Director, asked if committee members had any questions or concerns regarding the proposed Computer/E-mail Policy. Committee members expressed satisfaction with the way the policy is now written, and a motion was made by Lucas, seconded by Burdick and carried to refer the policy to the Ways and Means Committee for final approval and adoption. Referred to Ways and Means Committee

Executive Session

A motion was made by Burdick, seconded by Crandall and carried, to go into executive session to discuss the financial, credit or employment history of a particular individual. Following the executive session, a motion to return to regular session was made by Burdick, seconded by Crandall and carried.

Summer Intern for Data Processing

Ms. Button requested approval to hire a college student for the summer to fill the vacant position of Data Processing Aid. The request was approved on a motion by Lucas, seconded by Crandall and carried. Ms. Button plans to have the intern work on the County's web page. Ms. Button will prepare an agenda of what she hopes to have the intern accomplish and bring it to the next committee meeting. Ms. Button also agreed to prepare a report at the end of the summer summarizing what the intern was able to accomplish. Referred to Personnel Committee

County Web Page

Committee members discussed ideas and goals for the County's web page. Committee members felt that adding interactive links would enrich the County's web page dramatically and also make it more user friendly. Some of the ideas discussed included the following:

1. County History Page – Committee members suggested involving the County Historian, local historians and libraries to set something up so citizens could send in stories, items of interest, and “tales of old” to enhance our history. **Referred to Resource Management**
2. Interactive Forms – Committee members would like commonly used and popular departmental forms to be available via our web page. This would provide a convenient, timesaving tool to citizens who want to complete the forms at home. Committee members would also like to work toward the capability of receiving the completed forms back by electronic transmission. Some state forms may already be available on the Internet, and these sites should appear as links on the County web page.
3. Requests for Information/Credit Card Payment – Committee members would like information that is available to the public filed electronically so that it can eventually be accessed from our web page. Committee members would like to see the County's web page developed to the point where citizens would have the option of requesting information electronically. They would also like to work toward giving citizens the option of paying any necessary fees with a credit card through our web page.
4. County Veterans Page – Committee members would like something set up so that veterans could also send in stories regarding their experiences.

Data Processing Name Change

There will be a public hearing on June 11 at the regular board meeting regarding the proposed name change of the Data Processing Department to Information Technology Department. Legislator Lucas stated that he has requested Legislator Corkey to hold up on the name change because he does not feel that it adequately reflects the direction the department should be moving.

Legislator Lucas indicated that a more appropriate name might be Information Systems indicating that technology was not enough; the goal of the department should focus on organizing data and making it more accessible. Legislator Lucas added that the Data Processing Department should not be thought of as a separate department, but rather an extension to administration. He wants the department to be an information system that supports county activity and provides the information that legislators and the public want and need. Legislator Lucas stressed that the department should function as a tool to run the county, and the reason for the department as well as the duties of the department should be clearly expressed in writing.

While other committee members did not disagree with Legislator Lucas' statements, they felt that the name change was a step in the right direction. Developing the Data Processing Department into what legislators want it to be is a process, and one resolution cannot encompass all of the changes.

GIS Program

Kier Dirlam, Planning Specialist, briefly updated the committee on the status of the GIS Program and distributed a list of GIS data layers. Mr. Dirlam indicated that they are working closely with Diana Sinton and two other people from Alfred University. In addition to gathering data, Ms. Sinton is working on linking existing information together. One of the goals is to enable the various data layers to work together and be used together.

Mr. Dirlam indicated that he personally views GIS as a planning and development tool especially in the area of infrastructure where future water and sewer needs must be assessed; however, GIS has many other useful applications regarding public safety and health issues.

A software program called Arc View is used to view the GIS maps. Ms. Button hopes to set up a server to make the data available to other departments.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

June 25, 2001

John M.

RECEIVED

JUN 27 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Corkey, P. Regan, P. Lucas, E. Burdick, C. Crandall, E. Sherman

Others Present

J. Margeson, D. Button, B. Hotchkiss, L. Dibble, K. Dirlam

Approval of Minutes

The minutes of the May 29, 2001 committee meeting were approved on a motion by Lucas, seconded by Crandall and carried.

Meeting Dates

Curtis Corkey, Chairman of the Technology Committee, indicated that it is difficult for John Margeson, County Administrator, to attend committee meetings because they are currently held on the second board day of the month. After a brief discussion, committee members agreed to hold the Technology Committee meetings after the Ways and Means Committee meetings at approximately 2:30 p.m. on the fourth Wednesday of each month beginning in July, 2001. If the Ways & Means Committee meeting is moved, the Technology Committee meeting should also be moved accordingly.

Summer Intern for Information Technology Department

Deborah Button, Director of Information Technology, distributed the attached sheet outlining the goals for the summer intern.

Information Technology Department

Committee members plan to review one, two and five year plans for the department this fall. Departmental goals will need to be considered for the budget process. Ms. Button indicated that she currently sees no software and hardware shortages, but that she continually assesses the status.

Legislator Lucas expressed concern regarding the availability of E-911 data. He believes that information such as when calls occur, how many calls are received, and where calls are routed should be available. He asked if any routing criteria and/or protocols had been established. Legislator Corkey indicated that he would bring this matter up at the next Public Safety meeting.

Legislator Lucas expressed concern regarding the lack of information readily available to legislators and questioned our data collection capabilities. Legislator Lucas indicated that we need a higher level of accountability and must have information to be able to assess the cost of different services. Legislator Lucas expressed particular concern regarding the cost and accountability of manpower hours. Committee members discussed these issues and believe that it is the Technology Committee's role to ensure that the infrastructure is available to obtain the information we want, but that it is the Ways and Means Committee's role to implement policies directing departments to enter or supply certain data. Committee members will begin addressing some of these issues as follows:

1. Ms. Button will prepare a description of the AS400 payroll system outlining the cost accounting and human resource features available for review at the July meeting.
2. The Technology Committee will prepare an outline/report describing our software capabilities for the Ways and Means Committee with the request that Ways and Means implement policies directing departments to supply data that will generate the information legislators want and need.

Committee members discussed and compared the IT functions of various departments. Ms. Button indicated that departments operate similarly, but that the Health Department and Sheriff's Department each have their own server for specialized programs as well as confidentiality concerns.

Pictometry

The original Pictometry contract was mailed to Pictometry in January, 2001, and a copy of the signature page was also faxed to Pictometry a few weeks ago. Legislator Corkey stated that Pictometry indicated that they have received multiple requests to have some of the aerial pictures done with the leaves still on the trees. Pictometry offered to capture the community oblique images right away with leaf cover and then finish with orthos and neighborhood obliques in the fall with the leaves off if Allegany County desire to have it done in this way. Committee members discussed the pros and cons of changing the original contract to have the community oblique images done with leaf cover, and then decided to leave the original contract as it is and have all aerial images done without the leaves on the trees.

Area Codes

Brenda Hotchkiss, Clerk of the Board, distributed the attached sheet outlining the area code changes to take effect November 15, 2001. The towns currently in the 607 area code (Alfred, Almond, Andover, Canaseraga, Whitesville) will remain in the 607 area code. The towns currently in the 716 area code (Angelica, Belfast, Belmont, Bolivar, Cuba, Fillmore, Friendship, Rushford Wellsville) will be placed in the 585 area code beginning November 15, 2001. It was noted that a portion of the Rushford (437) and Cuba (968) exchanges will remain in the 716 area code.

Veramark Contract

Ms. Hotchkiss distributed a fact sheet regarding an upgrade of the call accounting software for the telephone system for committee members to review.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

GOALS FOR SUMMER INTERN DATA PROCESSING AID

DPW – Add them to the web page. To include the dump permit to allow someone to print from their home fill it out and send it in to be processed.

PERSONNEL – Add them to the web page. Post Civil Service Jobs on line. Using adobe acrobat have a printable application form for civil service exams. Post testing results on the web page.

COUNTY CLERK – Work with Linda Healy/Joe Presutti about getting some of their forms available on the web.

COUNTY HISTORY PAGE – work with Craig Braack, local historians and libraries to set up a billboard chat session to capture the history of Allegany County. A place where interested people could tell their stories and interact with others.

VETERANS – Work with Scott Spillane to set up the same type of interactive billboard information as we are doing for the History Page.

TAX DEPARTMENT – Work with Steve Presutti to set up a credit card payment for information from his office. Ex. Maps, RPSfiles, etc.

AREA CODE CHANGES

June 18, 2001

November 15, 2001 – August 17, 2002 – *Permissive Dialing Period*

During the permissive dialing period, either the 585 or 716 NPA code will be acceptable in a dialed number terminating in the new 585 NPA. (The permissive dialing period for wireless carriers won't end until November 15, 2004.)

August 17, 2002 – May 16, 2003 (or later) – *Call Intercept Period*

After the permissive dialing period, all calls dialed with incorrect NPA codes, will be routed to intercept. An intercept recording will instruct the caller to use the 585 NPA, rather than 716.

Allegany County Area Codes

<u>NXX</u>	<u>716</u>	<u>585</u>	<u>607</u>
268		Belmont	
276			Almond
356			Whitesville
365		Belfast	
437	Rushford	Rushford	
466		Angelica	
478			Andover
545			Canaseraga
567		Fillmore	
587			Alfred
593		Wellsville	
596		Wellsville	
610		Wellsville	
792			Alfred
871			Alfred
928		Bolivar	
968	Cuba	Cuba	
973		Friendship	

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

July 25, 2001

John M.
RECEIVED
JUL 30 2001
ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Corkey, P. Regan, P. Lucas, E. Burdick, C. Crandall, E. Sherman

Others Present

J. Margeson, D. Button, B. Hotchkiss, L. Dibble, K. Dirlam, Casey Crandall

Approval of Minutes

The minutes of the June 25, 2001 committee meeting were approved on a motion by Lucas, seconded by Burdick and carried.

Capabilities of AS400 Payroll System

Deborah Button, Information Technology Director, distributed the attached *Statements and Examples From Financial Management and Payroll*. The information reveals that our current accounting software has the capability to show a detailed audit of personnel services. Committee members discussed the need to have more accountability of labor costs in individual departments as well as the best way to obtain the desired information. A motion was made by Regan, seconded by Lucas and carried to refer the matter to Ways and Means with the question of how we can obtain more audit and control out of our financial software. **Refer to Ways and Means**

GIS Update

Kier Dirlam, Planning Specialist, stated that the GIS Project is well underway and progressing well. Two Alfred University students have been collecting and processing data. The students are currently gathering information on infrastructure by town or specific geographical area. Mr. Dirlam indicated that there are more than 100 layers on the machine right now with more coming in.

Mr. Dirlam stated that data layers from the same system work very well together; however, when you mix layers created by different entities you can run into problems. Most Allegany County layers were completed using the tax map layer as the base for positioning. Longitude and latitude are the only stable positioning points, and we will eventually need to adjust how our data is projected so that it will be compatible with information created by other entities.

Southern Tier West has been trying to get communities involved with GIS. They recently made infrastructure layers from the Village of Wellsville and Town of Hume available on the Internet. The Village of Wellsville had a flyover and had detailed infrastructure mapped. Allegany County does not yet have the capability to put GIS information on the Internet; however, once the

Information Technology Department relocates, we will have a server for GIS, and data will be available to other departments via this server.

NACO (National Association of Counties)

The 2002 membership dues for NACO is \$966. Mr. Dirlam indicated that new members have opportunities to apply for grants for GIS related software with a value of approximately \$5,500. Mr. Dirlam stated that NACO would be sending him a package outlining the specific benefits of membership, and that he will forward the information to Ms. Hotchkiss to distribute. No action was taken at this time.

Corridor Monitors

Legislator Truax asked in the last Ways and Means Committee about the possibility of placing computer monitors in the building that would show a meeting schedule. Kier Dirlam, Planning Specialist, has been investigating this issue. Mr. Dirlam suggested that ideal spots for such a monitor would be on the ground and second floors in the County Office Building and also on the main floor of the Courthouse. Mr. Dirlam indicated that ideally we would want to network the monitor so that information could be added, deleted, or changed from a remote location. He also suggested that local events and other information could also be included on the monitor. Mr. Dirlam will continue to investigate various ideas and options with the help of the IT Department and keep the committee informed of his findings.

Pictometry

Legislator Corkey distributed the attached information sheets regarding the installation and use of Pictometry Electronic Field Study. Legislator Corkey stated that Allegany County was one of the few counties that did not opt to have some flyover pictures taken while leaves are still on the trees and wondered if committee members were interested in changing that decision. After a brief discussion, committee members indicated that they were not interested in making any changes at this time.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

Statements and examples from Financial Management and Payroll.

The following paragraph is from page 68 of the Financial Management manual:

"The purpose of this step is to set up the programs which will be used in the Financial Management System. Programs are used to track financial information for functions or activities, which involve a number of different organization units performing various aspects of these functions. Each program can have a number of sub-programs attached to it, which further specify where the flow of money is going to or coming from."

Outlined below are accounts, which have been set up in our General Ledger.

D.5110 1.01	A County Road	Maint. Road	REGULAR PA
A.8160 1.01	A General Fund	Solid Waste	REGULAR PA
A.8160 1.02	A General Fund	Solid Waste	HOLIDAY PA
A.8160 1.03	A General Fund	Solid Waste	PREMIUM PA

Below is an example of an employee being paid out of two different accounts through the payroll system. This is done in this case, because an employee worked overtime in Solid Waste instead of Road Machinery.

Department/Sub-Department: 226 CTY ROAD

Check Number/Date . . . : 3256 7/19/2001

Code	G/L Account	Project	Amount
3	A.8160 1.03		157.68
1	D.5110 1.01		790.20
108	D.5110 1.01		38.46
2	D.5110 1.02		131.40
5	D.5110 1.05		131.40

As stated in the Human Resources: Payroll System Administrator's Guide on page 148 you can also break down an employees hours by percentages which is done automatically each payroll.

Work With Employees GL Distribution

"If your organization is interfaced to New World's Financial Management system, you can track the G/L account(s) that will be debited with the hours that the employee works."

This form of tracking is done in the Office For Aging and the Employment and Training Offices.

Opt	G/L Organization	Percentage
	A.6772	.100000
	A.6773	.400000
	A.6776	.300000
	A.6778	.100000
	A.6779	.100000

Considerations for Implementing Electronic Field Study

There are three initial questions to consider when planning the installation and use of Pictometry Electronic Field Study (EFS) and the Image Warehouse (the collection of geo-referenced images and data). To summarize, the customer must consider: Who needs access to Pictometry EFS, What do the users need, and Where will they use Pictometry EFS.

1. Who Needs EFS?

- Will many departments in a location (building) need access to Pictometry, or will just one or two departments need to use it?
- Will most or all users in a department require access to Pictometry or just a few users or a single user?
- What is the user's (or department's) primary need for Pictometry (i.e., image quality, locational accuracy, measurement accuracy, general use, etc.).
- What computing resources do the users or departments have (desktop PC processor, RAM, PC hard disk space, server disk space, network bandwidth available)?

2. What Do The Users Need (How Much of the Entire Image Warehouse)?

- Do the users need the whole county (or state) available to them, or will they need a geographical subset (town, city, district, etc.) of the Image Warehouse?
- Of the Image Warehouse data that the users need, will they require it to be available at all times, or does their work allow them to use a subset for some period of time, then switch to another subset? Quite often, a user may never need the entire county (or state) to do their work, and the additional storage required for the unneeded data may cause them to delay implementing EFS because of monetary constraints.

3. Where Do They Need It?

- Are there multiple physical locations where Pictometry is needed?
- Are the users mobile or stationary?
- If mobile, do the users already have mobile PC equipment they are planning on using (see 1st question), or will new equipment be needed?
- Will the users need access to the Image Warehouse at their desktop PC or can they use a PC dedicated to Pictometry in their workgroup, such as a walk-up shared workstation?
- If the users will access the Image Warehouse across a network, what is the available bandwidth of the network connection?

Answering these initial questions will lead the customer towards solution options. The options may be placing the entire Image Warehouse on a networked server, creating sub-warehouses for regional or departmental installations, using standalone PC's or even laptops, etc. Once the profiles of the users have been defined, the System Requirements can be applied to complete the design of the EFS implementation.

System Requirements for Running EFS

Image Warehouse Disk Requirements

The location of the Image Warehouse (server or network share, stand-alone PC or laptop) must have sufficient disk space to allow for the entire Warehouse or Sub-Warehouse, plus some space for index files, etc. and leave some free space. If an Image Warehouse was 10G in size, then having 12G available will be sufficient. If this is on a network file server, then there must be at least 10% of the total volume size left available after installing the Image Warehouse (e.g., if a server volume is 24G, and the Image Warehouse is 10G, there must be at least 13G of available space on the volume, leaving 3G free after installation).

Electronic Field Study (EFS) Requirements

EFS will be installed on each PC that will use the Image Warehouse. EFS requires at least 5M of available disk space to install. As the user creates annotations, etc. while using EFS, their local storage needs will increase.

EFS requires Windows 95 OSR2, Windows 98SE, Windows Me, Windows 2000 Professional and Windows NT 4.0 or higher.

Each PC running EFS must have at least 64M RAM, preferably 128M or more. If Windows NT Workstation or Windows 2000 Professional is the PC operating system, then 128M RAM is the recommended minimum. The more images that the user needs to have open at a time will increase their need for PC RAM.

The processor of the PC running EFS should be a Pentium II 350MHz or higher. The recommended minimum processor is a Pentium III at 500MHz. Additional RAM may help lower speed Pentium II systems operate more efficiently.

If the PC running EFS will access the Image Warehouse across a network (LAN), the network should be a 100Base-TX or higher network. A switched 10Base-T network may suffice if it is lightly utilized, but the users may not be satisfied with the length of time it takes to bring up an image after they double-click on it.

Image Warehouses Delivery Options

Pictometry will use one of two categories of data transport methods to deliver and install the Image Warehouse data and EFS.

1. External FireWire hard drives attached to a Pictometry Customer Service laptop and to the customer network (or the FireWire drives are shipped to a customer and they can copy the files). If a network connection is used (including using a cross-over cable), the customer network must be capable of Fast Ethernet (100Base-TX).
2. Customer storage media (storage appliance, server, single PC) shipped to Pictometry and data transferred in-house to customer systems.

Pictometry will avoid opening up customer PC's or servers, or attaching external hard drives to customer PC's or server. The exception to this is the use of FireWire, which the customer must install an interface for prior to Pictometry delivering the data.

Rochester Office

David W. Finger
Director, Customer Support



We bring the world to you

PICTOMETRY

**NOT
APPROVED**

TECHNOLOGY COMMITTEE - BUDGET REVIEW

August 22, 2001

RECEIVED

AUG 28 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Corkey, P. Regan, P. Lucas, C. Crandall, E. Sherman

Information Technology

Deborah Button, Information Technology Director, presented her 2002 budget to the committee.

Those present discussed the cost allocation of computer equipment and IT services. Some committee members do not like the budgeting procedure of transferring the cost of computer equipment from the individual departments to the IT budget. They feel it is confusing for some departments to have "0" under equipment when that department is actually purchasing computer equipment. Committee members would like the allocation of IT related expenses to be evaluated and discussed further.

Legislator Lucas wants the cost of Pictometry allocated. He would also like the County to look at selling Pictometry pictures.

A motion was made by Lucas, seconded by Crandall and approved (Voting No: Corkey, Regan) to approve the Information Technology 2002 departmental budget as recommended by the Budget Officer, John Margeson, subject to satisfying the question of allocating money for computer equipment and Pictometry. (Chairman Sherman broke the voting tie with a "yes" vote.)

Central Services – Telephone

Brenda Hotchkiss, Clerk of the Board, presented the Central Service Telephone 2002 budget to the committee. Motion was made by Lucas, seconded by Regan and carried to approve the Central Service Telephone 2002 budget as recommended by the Budget Officer, John Margeson.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

Marzese

TECHNOLOGY COMMITTEE

September 26, 2001

OCT 2 2001

NOT
APPROVED

Committee Members Present

P. Regan, P. Lucas, E. Burdick, C. Crandall, E. Sherman

Others Present

D. Button, B. Hotchkiss, L. Dibble

Media Present

A. Carlson – Cuba Patriot

Approval of Minutes

The minutes of the July 25 committee meeting and August 22, 2001 budget review were approved on a motion by Burdick, seconded by Crandall and carried.

Deloitte & Touche Recommendations

Committee members reviewed and discussed the observations and recommendations made by Deloitte & Touche in their recent audit of the financial statements of the County for the year ended December 31, 2000. The Deloitte & Touche report expressed concern regarding the IT Department's security and lack of disaster plan should the County's computer resources become destroyed or unavailable.

Deborah Button, Information Technology Director, stated that many of the security issues will be taken care of when the department relocates within the next few weeks. The new location will be climate controlled and remain locked at all times.

Some of the other concerns mentioned in the Deloitte & Touche report that have recently been addressed include the following:

1. Firewall has been put in place.
2. Individual computer users are now required to change their passwords every month.
3. The computer system is backed up to tapes nightly, and two sets of the tape are taken off the premises every night.
4. NT setting on the servers was changed from 0 to 3.

Ms. Button and Chairman Sherman plan to call a department head meeting to begin the process of preparing a plan so that in the event of an emergency any loss or interruption in computer related services and processes are kept to a minimum. Each department will be asked to identify and prioritize their computer related needs.

Virus Control

Last week the County's computer services were down for two days because the system became infected with the NIMDA virus that entered the County's system through e-mail. The IT Department discovered that fifteen computers were using a "view pane" window that automatically opens incoming e-mail messages as well as any attached viruses. Ms. Button sent a memo to all department heads stating that the "view pane" window must remain closed. When e-mails are opened manually, our system automatically scans them and quarantines any viruses.

Ms. Button stated the County uses the Norton anti-virus software, and it is automatically updated on a weekly basis or more frequently if needed or when Ms. Button is notified that a certain virus may be going around. In addition, each computer is automatically scanned at noon every day.

E-911 Map Retrieval

Legislator Lucas asked what would enable the E-911 Dispatch Center to be able to retrieve the Fire Service maps so that the information will be readily available during an emergency. They would also like to be able to fax maps to the various fire departments and ambulance squads when they are called out. Ms. Button said that Map Star Addressing software will allow E911 to bring up a map of a particular location and fax it directly to the emergency station. This particular software is compatible with the software E911 is currently using because the same company, Plant Equipment, makes it. The cost of the software is approximately \$9,000. **Refer to Public Safety**

Web Master Summary Report

Ms. Button distributed a Web Master Summary Report (attached to original minutes) describing the accomplishments of Brad Graves, summer intern. Ms. Button indicated that Brad was a great asset to the department, and she encouraged committee members to review some of the changes Brad made on the County web site.

Computer/E-mail Policy

Committee members expressed concern that the Computer/E-mail Policy has not yet been passed by the Ways and Means Committee. They feel the policy should be passed and later amended if needed. **Refer to Ways and Means**

Transfer of Funds

Ms. Button requested a resolution to transfer \$6,000 from A1680.429 (Central Service Computer – Contractual) to A1680.101 (Central Service Computer – Personnel). The transfer is being requested because the County has hired the network technician on a permanent basis and is no longer contracting service with Summitt. The request was approved on a motion by Crandall, seconded by Burdick and carried. **Prepare Resolution**

Telephone Repairs

Ms. Hotchkiss stated that a DPW backhoe severed a direct burial 75-pair telephone cable that connected the Support Collection Unit with the County Office Building. The County's Maintenance Department will run a new cable through a conduit and a Ronco cable crew will make the necessary connections. At the earliest, the Support Collection Unit will regain telephone service Thursday (09/27/01) afternoon.

Legislator Crandall asked how much these types of repairs cost. Ms. Hotchkiss stated that 600' of the cable cost \$450 plus \$172.66 for overnight shipping as well as the cost of the Ronco cable crew.

The Board of Elections and the County Historian have also been experiencing telephone problems due to a damaged underground cable that runs between the County Office Building and the museum. This cable was originally scheduled to be replaced this week; however, because the Support Collection Unit experienced a complete loss of telephone service, that cable took priority.

Internet Dial-up Access – Fillmore (567) Area

Ms. Hotchkiss stated that Anieta Carlson with the Cuba Patriot provided her with the following information regarding Internet access in the Fillmore area:

Belfast and Fillmore Central Schools are no longer providing free Internet access to the public. Fillmore Central School will still provide free dial-up access to students in grades 5-12 for educational purposes.

Houghton College and Citizens Communications now provide Internet access to the 716-567-XXXX area without long distance charges.

Houghton College offers Internet access for \$120 per year; however, they do not provide e-mail accounts. Interested people should contact the college's help desk at 567-9349.

Citizens Internet Service provides a reliable connection, 24-hour technical assistance, and one consolidated bill for its subscribers. The service includes access to the Internet, three e-mail addresses, disk space for a personal Web page and free Microsoft Internet Explorer browser software at a flat rate of \$19.95 per month. Interested customers can call Citizens at 1-800-921-8101. Additional information is available at www.czn.net.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

MEMORANDUM

FROM: Department of Information Technology/Debbie Button

TO: John E. Margeson, County Administrator
-and-
James F. Mulholland, County Treasurer

PLEASE MAKE THE FOLLOWING TRANSFERS:

B U D G E T:

<u>From Account No.</u>	<u>To Account No.</u>	<u>Amount</u>
A1680.429 Gen. Government	A1680.101 Personnel Serv.	\$ 6,000.00
	Total	<u>\$ 6,000.00</u>

E X P E N D I T U R E S:

<u>Check Date</u>	<u>Check #</u>	<u>From Account No.</u>	<u>To Account No.</u>	<u>Amount</u>
			Total	\$ <u>0.00</u>

Dept. Authorization: Deborah Button Dated: 10/12/2001

Co. Admin. Authorization _____ Dated: _____

Committee Authorization Patrick Regan Dated: 9-26-2001

Submit this form to County Administrator to authorize individual departmental transfers or funds within any personal services, equipment or contractual expenses appropriation account in amounts of less than \$5,000.00 per transaction. All other transactions must have Committee of Jurisdiction approval.

MEMORANDUM OF EXPLANATION

Introduction No: _____
(clerk's use only)

COMMITTEE: TECHNOLOGY

DATE: September 12, 2001

A Resolution is requested approving the transfer because we are no longer contracting service with Summitt. We have hired the network technician on a permanent basis.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Deborah M. Button, Director of Information Technology
(716)268-9288

OCT 24 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

TECHNOLOGY COMMITTEE

October 22, 2001

**NOT
APPROVED**

Committee Members Present

P. Regan, C. Corkey, P. Lucas, E. Burdick, C. Crandall, E. Sherman

Others Present

D. Button, B. Hotchkiss, C. Burdick

Approval of Minutes

The minutes of the September 26, 2001 committee meeting were approved on a motion by Lucas, seconded by Crandall and carried.

Telephone Account Summaries

Brenda R. Hotchkiss, Clerk of the Board, distributed account expense summaries for local and long distance telephone bills, cellular telephone bills, and Ronco maintenance bills. Committee members briefly discussed accountability for costs related to the usage of cellular telephones. Ms. Hotchkiss indicated that department heads are given a copy of the bill for every cellular phone assigned to their department.

Disaster Plan

Deborah Button, Information Technology Director, has actively been working on a comprehensive disaster management plan should the County's computer resources become destroyed or unavailable.

Ms. Button met with representatives from most departments regarding the creation and implementation of a disaster plan. Ms. Button hopes that these individuals will be instrumental in identifying his/her departmental computer needs in the event of an emergency.

Ms. Button together with John Margeson, County Administrator, met with all department heads and explained the need to develop a plan to relocate and continue the operations of county government with minimal resources. The department heads were requested to complete and submit a worksheet outlining the pertinent information within one month. Ms. Button stated that prior to the meeting most departments were not backing up the information on individual PCs. Several departments expressed concern regarding security and confidentiality of off-site storage of sensitive data.

Ms. Button stated that all servers are currently backed up to tapes, and that one copy is taken off site every night. Dell can supply the County with replacement servers within 24 hours and IBM can do the same within 48 hours. On the other hand, maintaining a permanent off site

setup could cost approximately \$1,200 every month. Ms. Button has made arrangements with another organization to use their AS400 should the need arise.

Ms. Button plans to meet with James Tammaro next week to discuss the possibility of applying for grants relating to the storage of data and implementation of a disaster plan.

Legislator Corkey described the storage and retrieval of data at a company where he once worked.

Relocation of IT Department

Ms. Button indicated that her department has completed its move to the basement in the Courthouse and invited legislators to come see their new offices.

Telephone Auditing Services

Ms. Hotchkiss indicated that Telecost Auditing Services approached her regarding their desire to completely audit our various telephone bills in the hopes of obtaining a refund for monies billed in error, reducing tariff charges, and avoiding overcharges. Telecost is paid only if they are successful in obtain permanent savings for the County. They then require a 50/50 share in any permanent monthly savings secured for 36 months. Committee members indicated that they were very interested in looking into this service. A motion was made by Lucas, seconded by Corkey and carried to refer the matter to John Margeson and Daniel Guiney for further review and comment.

Refer to County Administrator and County Attorney

Computer/E-mail Policy

Committee members asked about the status of the Computer/E-mail Policy. Ms. Hotchkiss indicated that the Ways and Means Committee met before the Technology Committee last month and after the Technology Committee this month so they have not yet seen the referral from last month.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

John M.

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

November 28, 2001

Committee Members Present

P. Lucas, E. Burdick, C. Crandall, E. Sherman

Others Present

D. Button, B. Hotchkiss, L. Dibble

Media Present

A. Carlson – Cuba Patriot

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ALLEGANY COUNTY
BOARD OF LEGISLATORS

Approval of Minutes

The minutes of the October 22, 2001 committee meeting were approved on a motion by Lucas, seconded by Crandall and carried.

Disaster Recovery Plan

Deborah Button, Information Technology Director, distributed the attached sheet summarizing the progress she has made on the Disaster Recovery Plan. Committee members reviewed and discussed the work that Ms. Button has done and complimented her efforts.

Committee members briefly discussed issues related to grants associated with disaster recovery, and Ms. Button described a disaster recovery seminar that she attended.

Legislator Lucas stated that every department should have a copy of the basic Disaster Recovery Plan that can be continually updated as more work is done.

Pictometry

Ms. Button indicated that Pictometry completed their flyover, and the County can expect delivery during the first quarter of next year. Ms. Button will be working with Kier Dirlam, Planning Specialist, to put Pictometry on the server. Legislator Lucas expressed concern about recovering some of the costs associated with Pictometry.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

DISASTER RECOVERY PLAN PROGRESS

October 18 – met with department heads and explained what information I was looking for to begin the process of the plan. Requested each department to find out the status of their backup and where it was kept. I was also looking for unique programs that were run on any pc within their department.

November 2 – attended a disaster recovery seminar in Albany. The three-hour agenda included a panel of professional from the NYS Insurance Office, the State Comptrollers Office and the Division of Housing & Community Renewal. Each one discussed their experiences dealing with the events of September 11th that effected their data systems, website and/or communication network. The one thing the panel stressed - this is not an IT issue, it is a business issue and everyone will have to work together to create a good plan.

November 6 – met with James Tammaro about a grant for disaster recovery. Jim provided me with a list of consultants who specialize in the development of disaster recovery plans.

November 13 – went to Mayville for a class on grant writing. This class was sponsored by LGRMIF (Local Government Records Management Improvement Fund). Jim went over the application step by step to guide us in asking for the correct funding.

November 19 – Received forms back from departments. I reviewed the forms I received back from the departments and have already taken action to make copies of the unique programs. We have burned the programs on CD's and included them in our off site safe. We have also begun backing up department's information to servers. We have several of the large departments completed and are continually working on the smaller departments. The smaller departments that have not yet been backed up to the server are backing up their documents to disk.

December 6 – Meet again with Jim Tammaro

December 11 – Web conference. In the event of a disaster and we could still access the web, this would be a very good way to keep people informed without tying up vital personnel and phone lines. This overview explains how to use Place Ware's Auditorium Place Presenter Console to conduct web conferencing events.

My continued plan is to get everyone backed up to the server and continue backing up in this manner. I will proceed with the grant for disaster recovery in hopes to receive monies to help fund a backup site and provide a written plan to be incorporated with the countywide plan.