

IT/Telecom Committee Meeting

November 20, 2020

AGENDA/**Minutes**

1. 2021 Budget Discussion
  - a. Planned revenues - please provide a list of all revenue sources.  
**Director, Mark Starr presented (attached) and reviewed the 2021 planned revenue for the IT Department. IT Revenue is expected to be \$914,116.**
  - b. Planned expenses - please provide a 2021 budget since it is that time of year.  
**Director, Mark Starr presented (attached) and reviewed the 2021 expense budget for the IT Department. IT expenses are planned to \$1,103,152.**
  - c. Projected carryover at the end of 2020  
**The IT projected carryover at the end of 2020 is estimated to be \$675,000.**
  - d. Planned use of carryover  
**The difference between the planned revenues and expenses for 2021 will be trued up using the end-of-year carryover. Estimated uses are \$150,000 to replace 4 tornado sirens and \$50,000 to fund 1 potential employee retirement.**
  - e. Any changes in headcount and pay ranges being proposed for 2021.  
**1 potential retirement in 2021 otherwise no planned changes in departmental staffing.**
2. Current Projects thru end of December
  - **Replacing EDGE switch gear**
  - **Windows 7 PC replacements**
  - **Fire and Access control system updates**
  - **Utility collection software upgrade**
  - **File server domain controller updates**
  - **ADAMH internet installation (contract between City and ADAMH)**
  - **2021 budget completion**
3. Planned projects Jan thru March 2021
  - **Replacement of 4 old and non-working tornado sirens**
  - **Replace GIS Coordinator (open requisition to hire)**

**Meeting called to order at 730A in the IT department conference room.**

**Attendees:**

- **Tom Stoughton, Chair**
- **Tom James, Committee Member**
- **Corey Schoonover, Committee Member**
- **Dawna Wood, IT department**
- **Justin Chandler, IT department**
- **Mark Starr, IT Director**
- **Greg Eldridge, IT department**

**Agenda items 1, 2 and 3 discussed (noted above).**

**Each person shared a fun fact about themselves.**

**Meeting adjourned at 828A, Motion – James, 2<sup>nd</sup> Schoonover – all 3 members voted yes to adjourn the meeting.**

# IT/Telecom Committee Meeting 11/20/20

## Agenda

### 1. 2021 Budget Discussion

- ✓ a. Planned revenues - please provide a list of all revenue sources
- b. Planned expenses - please provide a 2021 budget since it is that time of year
- c. Projected carryover at the end of 2020  $515K \text{ now} + 160K = 675K$
- d. Planned use of carryover  $150K - \text{Tornado} \quad 50K \text{ Retirement.}$
- e. Any changes in headcount and pay ranges being proposed for 2021

### 2. Current Projects thru end of December

### 3. Planned projects Jan thru March 2021



- 1. Tornado Siren (4)  
(SOLAR)
- 2. Replace GIS Coordinator.

- 1. Tom Stoutiron
- 2. Tom JAMES
- 3. Dawna Wood
- 4. Justin Chandle
- 5. MARK STALL
- 6. Greg Eldridge
- 7. COREY SCHROEDER
- 8.

#### Other

- 1. Auditor software access



- 1. Replacing ED66 Switches
- 2. W7 PC's  
■ replacements
- 3. Fire + Access Control Systems
- 4. Utility Collection Software
- 5. Server Domain Controllers
- 6. ADAUM Internet.
- 7. 2021 Budget.

**2021 Revenue**

General Fund	\$350,483
Special Revenue	\$159,594
Enterprise	\$378,713
Other	\$25,325
<b>Grand Total</b>	<b>\$914,116</b>

**Special Revenue**

Cemetery	\$15,869
Income Tax	\$20,893
Olivedale	\$15,287
Parks & Recreation	\$19,175
Transit	\$26,791
Transportation	\$61,582
<b>Total</b>	<b>\$159,597</b>

**Enterprise**

Gas	\$79,036
Sanitation	\$45,428
Stormwater	\$45,096
Util Coll	\$56,702
Water	\$67,164
WPC	\$42,504
Municipal Court	\$42,787
<b>Total</b>	<b>\$378,717</b>

6 FTE

**Other**

Fairfield County	\$18,960
Lancaster City Schools	\$6,365
<b>Total</b>	<b>\$25,325</b>

*Notable: Potential \$3K-4K annually  
for internet service*

# ITT 2021 BUDGET

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## PERSONAL SERVICES

51001 SALARIES / ADMINISTRATION  
 51002 SALARIES / STAFF  
 51003 OVERTIME  
 51004 RETIREMENT  
 51005 SICKTIME BUYOUT

	2020 Final	2021 Proposed		
			\$962,096.00	\$1,103,151.65
	233,660.00	234,174.00		
	153,510.00	161,180.00		
	4,000.00	4,145.25		
	46,000.00	45,975.40		
	2,500.00	2,000.00	\$439,670.00	\$447,474.65
				\$7,804.65

## FRINGE BENEFITS

51050 PERS  
 51052 HEALTH INSURANCE  
 51053 MEDICARE  
 51054 UNIFORM ALLOWANCE  
 51055 WORKERS COMPENSATION  
 51058 UNEMPLOYMENT  
 51060 LIFE INSUR PREM

	54,770.00	55,660.00		
	112,582.00	112,192.00		
	5,673.00	5,765.00		
	0.00	0.00		
	10,341.00	8,769.00		
	0.00	0.00		
	900.00	720.00	\$184,266.00	\$183,106.00
				-\$1,160.00
			\$623,936.00	\$630,580.65
				\$6,644.65

## CONTRACTUAL SERVICES

52000 TELEPHONE  
 52009 MAINTENANCE OF NETWORK  
 52010 MAINTENANCE OF VEHICLE  
 52011 TRAINING  
 52013 DATA PROCESSING  
 52032 RADIO TOWER MAINTENANCE  
 52034 CONTRACTUAL SERVICES

	60,300.00	36,800.00		
	9,200.00	4,000.00		
	500.00	500.00		
	500.00	0.00		
	142,000.00	163,721.00		
	2,000.00	2,000.00		
	29,540.00	24,330.00	\$244,040.00	\$231,351.00
				-\$12,689.00

## SUPPLIES AND MATERIALS

53000 INCIDENTALS / SUPPLIES  
 53005 FUEL  
 53006 UTILITIES  
 53011 MATERIALS  
 53015 DATA PROCESSING SUPPLIES  
 53019 RADIO SITE MATERIALS

	10,200.00	10,200.00		
	2,000.00	2,000.00		
	7,400.00	7,400.00		
	41,000.00	41,000.00		
	11,500.00	11,500.00		
	0.00	0.00	\$72,100.00	\$72,100.00
				\$0.00

## OTHER OPERATIONAL EXPENSES

54000 TRAVEL EXPENSES / CONFERENCES  
 54004 ASSOCIATION DUES  
 54009 MEDICAL/PHYSICALS/DRUG TESTING  
 54010 RADIO REPAIRS

	3,120.00	120.00		
	100.00	100.00		
	100.00	100.00		
	0.00	0.00	\$3,320.00	\$320.00
				-\$3,000.00

## CAPITAL OUTLAY & IMPROVEMENTS

56010 BUILDING MAINTENANCE MATERIALS  
 56030 NEW EQUIPMENT  
 56031 EQUIPMENT LEASE

	1,000.00	1,000.00		
	1,000.00	1,000.00		
	1,800.00	1,800.00	\$3,800.00	\$3,800.00
				\$0.00

## TRANSFER TO CAPITAL IMPROVEMENT

59012 TRANSFER TO CAP IMP  
 59099 CONTINGENCY

	0.00	150,000.00		
	14,900.00	15,000.00	\$14,900.00	\$165,000.00
				\$150,100.00
				\$134,411.00

Notable.

↳ Tornado Sirens (4) - \$100,000

- 1 potential retirement
- Replace 4 Tornado Sirens

① FTE Current

- need to replace GIS Coordinator resigned effective end-of-NOV.
- Potential retirement of only union position.