



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Thursday, October 8, 2020, – 5:30PM
Live Stream Link - <https://youtu.be/-Ur2QaujY-Y>

CALL TO ORDER: By Hon. Ryan Foley, Chair

MEMBERS: Legislators Tricia Kerr, Timothy Lattimore, Christopher Petrus, Paul Pinckney, and Ben Vitale (Vice Chair)

MINUTES TO APPROVE: September 10, 2020

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) –

GOOD NEWS/BAD NEWS

Grant money – totally unexpected and unbudgeted we received a grant of \$37,125.00 to be spent on mail-in voting and voter education. The grant was made available by a Zuckerberg foundation. It will not completely offset the mandated mailing expenses which have blown up our 2020 budget, but it will help considerably.

Early in September every household in the County received an informational card explaining the options for early voting and applying for absentee ballots. Also included was poll site location information. That extra mailing cost approximately \$13,000.00 after we saved by sending household rather than individual cards.

We have thus far processed 4,300+ absentee applications which is approximately 10% of our registered voters and already almost doubled our previous high absentee request. With a month to go we expect request would at least double that number. Some are predicting as much as 50% voting by absentee.

We have called temporary office help as needed. It will likely be necessary to bring in additional people when voted ballots begin arriving back into our office. New requirements include checking the validity of ballots within 48 hours of receipt and notifying voters if they can repair an error. (Missing signatures and unsealed envelopes are the most common oversites)

The last day to register and be eligible to vote this year is October 9th. The last day for an address change is October 14th. This month we processed 347 new registrants, 167 registration transfers and 74 name changes.

Classes for our 180+ inspectors begin on October 6th. We will be utilizing space at the DA's office for classes so we can have large classes and maintain 6 foot spacing.

We had originally estimated that our 2020 budget would be “under water” by approximately \$50,000.00. The surprise grant will help but the year will still most likely end up in the red.

Sheila Smith (Clerk of the Legislature) –

- The Employee Recognition Luncheon was not held this year because of the pandemic, certificates and pins were given to Department Heads to give to their employees, Chairman Aileen McNabb-Coleman will give certificates and pins to Department Heads.
- Student Government Day is usually held at the full Legislature meeting in October, because of the pandemic the county will not hold one this year.

Christopher Palermo (County Attorney) – no updates

Susan Dwyer (County Clerk) – no updates

Paul Bornemann (Information Technology) –

Strategic Items

- Project: Munis upgrade: Completed – congratulations to Mary Beth and team.

- Network Security – new email security has been implemented, new firewall at COB implemented, and firewall at PSB is in process
- NY BOE Cybersecurity Grant – supporting project plan & draft budget to NYS BOE, working with their consultant to finalize with CBOE. Resolution to accept Grant. Consultant will share approved policies and procedures.-
- Multi-Function-Printer Leases – month to month until Resolution Approved – worked with vendors to clarify their proposals and how they will help IT implement these systems, 53 of 66 devices are end of lease OCT 2020.
- Contract IT Services Q4-2020 and 2021 proposal in review
- Rural Broadband and Wireless Internet options for county residents/businesses
 - Work from Home
 - Remote School/Hybrid
 - Proposal from vendor to provide consulting to assess Cayuga County, possible private LTE cellular home internet service for \$15,000.

Jessica Strassle (Veterans) – Deputy Lindsey Wilkinson:

- 1 case were rated for a veteran in retro payment
 - 1 veteran received \$ 7568.00 in retro payment, and a monthly tax free benefit of \$3,389.00
 - 1 veterans received \$12,521.00 in retro payment, and a monthly tax free benefit of 1720.00.
 - These veterans will continue to receive a monthly benefit ranging from \$135.00 - \$3,700.00 for their disabilities they endured while in service.
- Cayuga County Vet van is transporting patients to Syracuse Tuesday (North) and Wednesday (South), we are in the process of interviewing 2 applicants at this time.
- NYS Division of Veterans Services hosted virtual training on a variety of topics, and we will continue to participate.
- 3 education (Chapter 35) benefits were processed through the VA allowing a \$1,248.00 monthly tax free allowance for dependent children obtaining a higher education for veterans who have a VA disability rating of 100%. This stipend can be spent on students' needs.
- 12 markers, burial benefits and presidential citations were processed through our office for deceased veterans and their families.
- Our office initiated 20 new claims for pensions or compensation. We are still operating by appointment only at this time.
- Average phone calls in a workday is 25-30 to schedule an appointment to make an office visit, as we continue to operate by appointment only.
- According to Buffalo Regional Office Local Veteran Service Representatives we will be participating with the appeals process remotely. In the past we would travel to Buffalo VA Regional Office.
- A veteran that has a VA disability rating of 40% or more can file for a reduced hunting & fishing license through NY State as well as a park pass to allow entrance to any NY state park at no cost.
- Jessica Strassle may be extended at the 174th air National Guard base in Syracuse, New York until December 2020.

RESOLUTIONS:

COUNTY CLERK:

10-20-GO-1 Adoption of the NYS ARCHIVES LGS-1, the records retention and disposition schedule

INFORMATION TECHNOLOGY:

10-20-GO-2 Authorizing the Chair of the Cayuga County Legislature to enter into a 63 month agreement with Toshiba Business Solutions for the lease of multi-function-printers and associated maintenance and supplies for Cayuga County

ADJOURNMENT: Thursday, November 12, 2020 at 5:30PM

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at 253-1308 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

RESOLUTION NO. _____

10/27/2020

CC Adopt NYS Retention Schedule

Adoption of the NYS ARCHIVES LGS-1, the records retention and disposition schedule

Mr. Ryan Foley, Chair, Government Operations
Mr. Christopher Petrus, Chair, Ways and Means

WHEREAS, the New York State Archives has revised the Retention and Disposition Schedules adopted by municipalities and combined all schedules into one, the Local Government Schedule or LGS-1; and

WHEREAS, the Retention and Disposition Schedule has not been updated since 2011; and

WHEREAS, after they met and reviewed the LGS-1, the Cayuga County Records Management Officer (RMO) and the County Advisory Committee recommends the adoption of the LGS-1 by the Cayuga County Legislature: Now therefore be it

RESOLVED that the Cayuga County Legislature, does, hereby, adopt the revised schedule, and be it further

RESOLVED, that in accordance with Article 57-A of the NYS Arts and Cultural Affairs Law that:

a) Only those records will be disposed that are described in the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* after they have met the minimum retention periods described therein;

b) Only those records will be disposed that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established minimum periods.

Government Operations Committee

Ways & Means Committee

Ryan Foley, Chair

Christopher Petrus, Chair

Tricia Kerr

Keith Batman

Timothy Lattimore

Elane Daly

Chris Petrus

Ryan Foley

Paul Pinckney

Hans Pecher

Benjamin Vitale

Benjamin Vitale

Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____

10/27/20

IT Multi-Function-Printers

Authorizing the Chair of the Cayuga County Legislature to enter into a 63 month agreement with Toshiba Business Systems for the lease of multi-function-printers and associated maintenance and supplies for Cayuga County

BY: Hon. Ryan Foley, Chair, Government Operations
Hon. Christopher Petrus, Chair, Ways & Means

WHEREAS, Cayuga County's current contract with TOSHIBA BUSINESS SOLUTIONS for the lease of 53 multi-function-printers and contracted services and supplies expires October 2020; and

WHEREAS, in its efforts to reduce operational costs and increase efficiency, the County has determined that it is the County's best interest to join in the existing contract award given by ONONDAGA COUNTY under Contract No. 06018 (RFP # 17-7500-004) to achieve the best value for the County; and

WHEREAS, pursuant to Cayuga County Local Law No. 5-2020, when awarding a contract for "best value" the County may consider, in addition to the purchase cost, such factors as (i) cost of maintenance for good(s) or service(s); (ii) durability of good(s) or service(s); (iii) quality of good(s) or service(s); and product life of good(s) or service(s); and

WHEREAS, by joining onto the Onondaga County award with TOSHIBA, the County will reduce the annual cost of leasing this equipment while also improving the ability for IT to manage these systems. Costs under this new contract with TOSHIBA BUSINESS SOLUTIONS will be lower than current costs providing an annual savings of approximately \$17,000.00 over current costs for leasing, maintenance and of support; and

WHEREAS, as part of the effort to lower costs and improve service, IT recommends moving the County from legacy phone line based fax technology by implementing the proposed secure internet based fax service, which decreases cost of fax and increases our ability to improve workflow and securely send encrypted documents when appropriate; and

WHEREAS, IT recommends implementing the managed printing services solution proposed to provide the County with brings additional controls to potentially reduce the number of devices needed for printing and provide secure private printing on shared devices; and

WHEREAS, proposed devices and rates are as follows

Toshiba 35ppm B&W 3518A IF	\$56.50/mo	63 month lease
Toshiba 35ppm COLOR 3515AC	\$103.00/mo	63 month lease
Toshiba 45ppm B&W 4518A OF	\$62.00/mo	63 month lease
Toner, Maintenance, Support	\$0.0045	B&W cost per impression
Toner, Maintenance, Support	\$0.045	COLOR cost per impression
Internet Fax Service up to 43 devices	\$1132.75/mo	
Managed Print Service all 64 devices	\$712.00/mo	

and;

WHEREAS, the County has a total of 64 multi-function-printers currently leased from TOSHIBA, 6 are leased through 2021 and 6 leased through June 2024, all of these devices will be incorporated into the new managed printing and internet based fax services; and

RESOLVED, that the Chair of the Cayuga County Legislature is hereby authorized to enter into a 63-month contract for the lease of up to 53 multi-function-printers and associated services described above with TOSHIBA BUSINESS SOLUTIONS with an annual cost not to exceed \$79,000, subject to the County Attorney's Office approval as to form; and it is further

RESOLVED, that the Chair of the Cayuga County Legislature is hereby authorized to execute and deliver such other and further documents as may be necessary to carry out the intent of this Resolution.

Government Operations Committee

Ryan Foley, Chair

Tricia Kerr

Timothy Lattimore

Chris Petrus

Paul Pinckney

Benjamin Vitale

Co. Atty: _____

Ways & Means Committee

Christopher Petrus, Chair

Keith Batman

Elane Daly

Andy Dennison

Ryan Foley

Benjamin Vitale

Tucker Whitman