

**THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK
CITY OPERATIONS COMMITTEE**

MAY 10, 2021

Chairperson: Councilor Patrick McFarlin

**Members: Councilor Canales, Councilor Gibbs, Mayor Rosenquest
MINUTES**

5:00 P.M.

Present: Chairperson Councilor Patrick McFarlin, Councilor Jaime Canales, Councilor Elizabeth Gibbs,
Mayor Christopher Rosenquest

Absent: None

1. **Approval of minutes of the April 12, 2021 City Operations Committee**
By Councilor Gibbs; Seconded by Mayor Rosenquest
(All voted in the affirmative)
2. **City Clerk**
 - 2.1. **Discussion:** City Clerk collection reports (pages 1-2)
 - 2.2. **Discussion:** Community and Public Events (Mayor)
3. **CDO (Mayor)**
 - 3.1. **Discussion:** City wide Garage Sale weekend
4. **IT (Mayor)**
 - 4.1. **Discussion:** IT Managed Service update
 - 4.2. **Discussion:** Data contract discussion
 - 4.3. **Discussion:** VOIP Analysis and Service Contract Discussion
 - 4.4. **Draft Resolution:** AUTHORIZE BUDGET ADJUSTMENTS FOR IT COST ALLOCATION (DISASTER RECOVERY - HARDWARE)
 - 4.5. **Draft Resolution:** AUTHORIZE BUDGET ADJUSTMENTS FOR IT COST ALLOCATION (DISASTER RECOVERY - SOFTWARE/STORAGE)
 - 4.6. **Draft Resolution:** AUTHORIZING THE MAYOR TO SIGN APPROVAL FOR DISASTER RECOVERY SERVICE CONTRACT
 - 4.7. **Draft Resolution:** AUTHORIZING THE MAYOR TO SIGN LETTER OF INTENT FOR IT HOSTING ANALYSIS

5. Public Comment

Julie Baughn, Manager of Plattsburgh Farmers and Crafters Market spoke about Saturday, first weekend of season, great event and thanked Council and Mayor

6. New Business: None

7. Adjournment

Motion to Adjourn by Councilor Canales; Seconded by Councilor Gibbs

MEETING ADJOURNED: 5:46 pm

RESOLUTION 4.4 – 05/10/21

**RESOLUTION TITLE: AUTHORIZE BUDGET ADJUSTMENTS
FOR IT COST ALLOCATION (DISASTER RECOVERY-HARDWARE)**

BY: Richard Marks

WHEREAS, the following resolution was adopted on May 30th, 2021; and

WHEREAS, the 2021 General, Rec Complex, Water, Sewer and Library Funds budgets require adjustment for allocation of the IT managed service costs for disaster recovery set-up and hosted service analysis fees; and

WHEREAS, the City Chamberlain is requesting to adjust the major budgets for the allocation of the IT managed service costs for disaster recovery set-up and hosted service analysis fees in 2021;

NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the General, Rec Complex, Water, Sewer and Library Fund budgets, as follows:

It is being requested to adjust the 2021 General and Rec Complex Fund Budgets, as follows:

Increase: General Fund – Appropriated Fund Balance	1-0599	\$ 47,494.87
Increase: General Fund – Mayor Telephone	11210000-4414	\$ 989.48
Increase: General Fund – Finance Telephone	11310000-4414	\$ 989.48
Increase: General Fund – City Clerk Telephone	11410000-4414	\$ 989.48
Increase: General Fund – Data Processing Telephone	11680000-4414	\$ 989.48
Increase: General Fund – Police Telephone	13120000-4414	\$ 11,873.71
Increase: General Fund – Fire Telephone	13410000-4414	\$ 11,873.71
Increase: General Fund – Building Inspector Telephone	13620000-4414	\$ 989.48
Increase: General Fund – Community Dev. Telephone	16330000-4414	\$ 989.48
Increase: General Fund – Transfer Rec Complex	19515000-9000	\$ 17,810.57
Increase: Rec Complex Fund – Admin Telephone	27210000-4414	\$ 17,810.57
Increase: Rec Complex Fund – Inter-fund Revenues General	00002228-2810	\$ 17,810.57

To provide for an increase in total appropriations for the General Fund operations and the Rec Complex operations in 2021 for the allocation of the IT managed service costs for disaster recovery set-up and hosted service analysis fees based on where the internet network connections and related usage actually reside. The budget adjustment increases the General Fund budget for appropriations and appropriated fund balance in 2021 by \$47,494.87, and it increases the Rec Complex Fund budget for estimated revenues and appropriations in 2021 by \$17,810.57.

It is being requested to adjust the 2021 Water, Sewer and Library Fund Budgets, as follows:

Increase: Water Fund – Appropriated Fund Balance	4-0599	\$ 8,905.29
Increase: Water Fund – Administration Telephone	48310000-4414	\$ 5,936.86
Increase: Water Fund – Purification Telephone	48330000-4414	\$ 2,968.43
Increase: Sewer Fund – Appropriated Fund Balance	5-0599	\$ 8,905.29
Increase: Sewer Fund – Administration Telephone	58110000-4414	\$ 4,479.49
Increase: Sewer Fund – WPCP Flow Telephone	58110000-4414	\$ 3,858.96
Increase: Sewer Fund – BOD Telephone	58110000-4414	\$ 148.42
Increase: Sewer Fund – Suspended Solids Telephone	58110000-4414	\$ 148.42
Decrease: Library Fund – Contract Services	67410000-4430	\$ 5,936.86
Increase: Library Fund – Telephone	67410000-4414	\$ 5,936.86

To provide for an increase in total appropriations and appropriated fund balance for the Water and Sewer Funds operations and a transfer of appropriations in the Library operations in 2021 due to the allocation of the IT managed service costs for disaster recovery set-up and hosted service analysis fees based on where the internet network connections and related usage actually reside. The budget adjustment increases the Water and Sewer Fund budgets for appropriations and appropriated fund balance in 2021 by \$8,905.29, each. The Library Budget for 2021 will remain unchanged due to the transfer of appropriations between budgeted accounts.

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **MAY 10, 2021**

Motion by Councilor Gibbs; Seconded by Councilor Canales

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 4.5 – 05/10/21

RESOLUTION TITLE - AUTHORIZE BUDGET ADJUSTMENTS FOR IT COST ALLOCATION (DISASTER RECOVERY - SOFTWARE/STORAGE)

BY: Richard Marks

WHEREAS, the following resolution was adopted on May 30th, 2021; and

WHEREAS, the 2021 General, Rec Complex, Water, Sewer and Library Funds budgets require adjustment for allocation of the IT hardware costs for disaster recovery set-up; and

WHEREAS, the City Chamberlain is requesting to adjust the major budgets for the allocation of the IT costs for disaster recovery set-up in 2021;

NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the General, Rec Complex, Water, Sewer and Library Fund budgets, as follows:

It is being requested to adjust the 2021 General and Rec Complex Fund Budgets, as follows:

Increase: General Fund – Appropriated Fund Balance	1-0599	\$16,219.43
Increase: General Fund – Data Processing Capital Outlay	11680000-3000	\$10,137.14
Increase: General Fund – Transfer Rec Complex	19515000-9000	\$ 6,082.29
Increase: Rec Complex Fund – Crete Capital Outlay	27220000-3000	\$ 2,027.43
Increase: Rec Complex Fund – Gym Capital Outlay	27221000-3000	\$ 2,027.43
Increase: Rec Complex Fund – Marina Capital Outlay	27225000-3000	\$ 2,027.43
Increase: Rec Complex Fund – Inter-fund Revenues General	00002228-2810	\$ 6,082.29

To provide for an increase in total appropriations for the General Fund operations and the Rec Complex operations in 2021 for the allocation of the IT hardware costs for disaster recovery set-up based on where the internet network connections and related usage actually reside. The budget adjustment increases the General Fund budget for appropriations and appropriated fund balance in 2021 by \$16,219.43, and it increases the Rec Complex Fund budget for estimated revenues and appropriations in 2021 by \$6,082.29.

It is being requested to adjust the 2021 Water, Sewer and Library Fund Budgets, as follows:

Increase: Water Fund – Appropriated Fund Balance	4-0599	\$ 3,041.14
Increase: Water Fund – Source of Supply Capital Outlay	48320000-3000	\$ 2,027.43
Increase: Water Fund – Purification Capital Outlay	48330000-3000	\$ 1,013.71
Increase: Sewer Fund – Appropriated Fund Balance	5-0599	\$ 3,041.14
Increase: Sewer Fund – Sanitary Sewer Capital Outlay	58120000-3000	\$ 1,621.94
Increase: Sewer Fund – WPCP Flow Capital Outlay	58130000-3000	\$ 1,419.20

Decrease: Library Fund – Contract Services	67410000-4430	\$ 2,027.43
Increase: Library Fund – Telephone	67410000-3000	\$ 2,027.43

To provide for an increase in total appropriations and appropriated fund balance for the Water and Sewer Funds operations and a transfer of appropriations in the Library operations in 2021 for the allocation of the IT hardware costs for disaster recovery set-up based on where the internet network connections and related usage actually reside. The budget adjustment increases the Water and Sewer Fund budgets for appropriations and appropriated fund balance in 2021 by \$3,041.14, each. The Library Budget for 2021 will remain unchanged due to the transfer of appropriations between budgeted accounts.

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **MONDAY, MAY 10 2021**.

Motion by Mayor Rosenquest; Seconded by Councilor Canales

Discussion: None

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 4.6 – 05/10/21

RESOLUTION TITLE: AUTHORIZING THE MAYOR TO SIGN APPROVAL FOR DISASTER RECOVERY SERVICE CONTRACT

WHEREAS, the City executed an IT managed service contract with SymQuest to address a number of network and user IT concerns; and

WHEREAS, in the process of analysis the city has been made aware of a number of concerns regarding the lack of managed back-up and disaster recovery issues facing city network infrastructure; and

WHEREAS, the implementation of a disaster recovery plan will result in additional IT hardware, infrastructure cost, and service contracts with a total amount of \$111,500, some of which has the potential for recovery at the end of the 1 year contract; and

WHEREAS, the funding for this contract will come from 2021 General, Rec Complex, Water, Sewer and Library Funds allocation of the IT managed service costs for disaster recovery set-up and hosted service analysis fees;

NOW, THEREFORE, BE IT RESOLVED, the Common Council authorizes the Mayor to sign approval for a disaster recovery service contract.

Service:	Disaster	Recovery	as	a	Service
New Amount:	\$111,500.00				
City Cost:	\$111,500.00				
Period:	1				year
New/Renewal:	NEW				
Previous Year's Cost:	N/A				
Previous Year's City Cost:	N/A				

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **MONDAY, MAY 10 2021**.

Motion by Councilor Canales; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 4.7 – 05/10/21

RESOLUTION TITLE: AUTHORIZING THE MAYOR TO SIGN LETTER OF INTENT FOR IT HOSTING ANALYSIS

WHEREAS, the City executed an IT managed service contract with SymQuest to address a number of network and user IT concerns; and

WHEREAS, in the process of analysis the city would like to explore the options for network hosting solutions that has the ability to help further secure city network infrastructure and reduce overall operational IT costs; and

WHEREAS, the analysis of network hosting options would potentially be an additional expense of \$3,500, this expense is currently included in the current SymQuest IT Managed Service contract; and

NOW, THEREFORE, BE IT RESOLVED, the Common Council authorizes the Mayor to sign a letter of intent to allow for SymQuest to perform an IT hosting analysis.

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **MONDAY, MAY 10 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Canales

Discussion: None

Roll Call: All voted in the affirmative

Absent: None

Motion carried