

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2016-17**

Department: **INFORMATION TECHNOLOGY  
(00240)**  
Function: **General**  
Activity: **Other General**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	1,373,246	1,506,379	1,949,812	1,949,812
710103 Extra Help	32,483	0	0	0
710105 Overtime	5,702	2,500	6,500	6,500
710106 Stand-By	21,254	20,000	20,000	20,000
710200 Retirement	410,847	473,375	639,429	639,429
710300 Health Insurance	154,572	163,882	227,302	227,302
710400 Workers' Compensation Insurance	28,132	55,791	45,177	45,177
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,026,236</b>	<b>2,221,927</b>	<b>2,888,220</b>	<b>2,888,220</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	94,051	97,000	97,000	97,000
720600 Insurance	51,390	60,676	24,247	24,247
720800 Maintenance - Equipment	206,518	170,000	190,360	190,360
721200 Sales Tax	12,294	2,380	2,500	2,500
721300 Office Expense	18,256	10,500	14,200	14,200
721400 Professional & Specialized Services	189,496	173,500	1,117,834	1,117,834
721600 Rents & Leases - Equipment	297	500	4,500	4,500
721909 Property Tax	0	2,000	2,000	2,000
722000 Transportation & Travel	37,240	30,000	40,000	40,000
722002 Shipping	2,722	2,500	2,500	2,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>612,264</b>	<b>549,056</b>	<b>1,495,141</b>	<b>1,495,141</b>
<b>OTHER CHARGES</b>				
730302 Rent	117,144	137,120	188,444	188,444
730502 Interest	7,463	20,000	20,000	20,000
<b>TOTAL OTHER CHARGES</b>	<b>124,606</b>	<b>157,120</b>	<b>208,444</b>	<b>208,444</b>
<b>FIXED ASSETS</b>				
740300 Equipment	147,286	0	765,630	765,630
<b>TOTAL FIXED ASSETS</b>	<b>147,286</b>	<b>0</b>	<b>765,630</b>	<b>765,630</b>
<b>TOTAL - INFORMATION TECHNOLOGY</b>	<b>2,910,393</b>	<b>2,928,103</b>	<b>5,357,435</b>	<b>5,357,435</b>

## INFORMATION TECHNOLOGY

### COMMENTS

The Office of Information Technology (OIT) provides Information Technology (IT) services to county departments and constitutional officers in support of the County's strategic goals, sub goals, and objectives. OIT is a full-service technology provider of quality products and services. The primary functions of the department are technology solution delivery, information security governance, project management and infrastructure management.

This support includes technology recommendations; maintenance of existing application systems; design and implementation of new systems; operational of server systems; guidance regarding security and access to system data; support for voice and data telecommunications; and customer training for both application systems and office automation.

### WORKLOAD

The Department's anticipated projects for 2016-17 include:

- Continued Migration of Server assets to Virtual Server
- Provide technology support in the implementation of One Solution
- One Solution Upgrade
- Voice Mail System Replacement –Government Center
- Exchange Email Server Storage Upgrade
- Email Archiving /e-Discovery & Retention Policy Review
- Microsoft Enterprise Agreement (EA)
- Information Security
- Board Equipment Replacement
- Infrastructure Preparation (Phase One) – Windows 10
- Enterprise Content Management System (Phase One)

## INFORMATION TECHNOLOGY

### DEPARTMENT WORK PROGRAM

	<b><u>Actual</u> <u>2014-15</u></b>	<b><u>Estimated</u> <u>2015-16</u></b>	<b><u>Projected</u> <u>2016-17</u></b>
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,407	1,515	1,500
Support for Help Desk (# of Calls)	19,158	25,244	25,000
Supported and maintained Servers	97	97	43
Supported Wide Area Network (locations)	40	40	40
Ordered, configured & installed networked computers	106	200	200
Ordered, configured & installed peripheral devices	54	50	50
Implemented Major Projects	27	30	30
Administer Video Conferencing System (sites)	5	5	5
Administer the Enterprise Backup/Restore Process for Departments	35	35	35

### REVENUE

Charging a weighted labor cost to user Departments partially offsets the cost of the Department staff with outside revenue sources.

	<b><u>Actual</u> <u>2014-15</u></b>	<b><u>Estimated</u> <u>2015-16</u></b>	<b><u>Projected</u> <u>2016-17</u></b>
Intrafund/Interfund Revenue	\$765,602	\$1,218,778	\$3,098,233
Release of Reserve for IT Systems (Upgrade to One Solution)	<u>0</u>	<u>0</u>	<u>258,345</u>
Total	\$765,602	\$1,218,778	\$3,356,578

### STAFFING

The staffing shown below reflects the total number of personnel directly allocated to and also the supervisory control of this Department.

<b><u>Permanent</u></b>	<b>2015-16 Authorized</b>		<b>2016-17 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Administrative Assistant	1		1	
Database Administrator	1		2*	
Desktop Support Technician I/II, or Network Engineer I/II	7		5*	

## INFORMATION TECHNOLOGY

### STAFFING (continued)

<u>Permanent</u>	<u>2015-16 Authorized</u>		<u>2016-17 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Chief Information Officer	1		1	
Information Systems Supervisor, or Assistant Director of Information Technology	2		2	
Information Technology Division Manager	0		3*	
Information Technology Systems Analyst I/II	8	2	6	0
Office Assistant I/II	0	1	0	0
Program Assistant I/II	0		1*	
Senior Information Technology Analyst	1		2*	
Senior Network Engineer	<u>1</u>		<u>2*</u>	
Sub-Total	<u>22</u>	<u>3</u>	<u>25</u>	<u>0</u>

\*On May 17, 2016, the Board of Supervisors approved the addition of three Information Technology Division Manager Positions; two of the three additional positions were funded in 2015-16 for a total of 24 funded positions in 2015-16. The 2016-17 budget includes the request of funding one additional position resulting in a total of 25 funded positions. Other reorganizational changes were approved by your Board in concept and are included in the proposed budget.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      Permanent Salaries (\$1,949,812) are recommended increased \$443,433 due to the salary survey increases and a recommended change to the structure of the organization.
- 710103**      Extra Help (\$0) is recommended unchanged.
- 710105**      Overtime (\$6,500) is recommended increased \$4,000 for when it is necessary to work after hours to repair computers, perform required system upgrades, patch management, and system malfunctions.
- 710106**      Stand-By (\$20,000) is recommended unchanged to provide call-out support for 24/7 operations using network installations, such as the Sheriff's Department, Department of Corrections, and Juvenile Hall.
- 710200**      Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

## INFORMATION TECHNOLOGY

### **SALARIES & EMPLOYEE BENEFITS (continued)**

**710300**      **Health Insurance** is based on the employer's share of health insurance premiums.

**710400**      **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### **SERVICES & SUPPLIES**

**720300**      **Communications** (\$97,000) is recommended unchanged. This account provides funding for the Department's on-going telephone and fax needs (\$3,000); monthly charges for cell phones and wireless devices (\$7,000); and operating cost of the Wide-Area Network (\$87,000).

**720600**      **Insurance** contribution reflects the Department's contribution to the County's Self-Insured Liability Program.

**720800**      **Maintenance - Equipment** (\$190,360) is recommended increased \$20,360. This account provides for the maintenance of WAN Equipment and maintenance of enterprise equipment.

Repair of Computers & Diagnostic Equipment	\$10,000
Maintenance of WAN Equipment	20,000
System Upgrades	25,000
Cisco Smart Net	45,000
Phone System – Cold Spares	5,000
Barracuda Appliances (Spam & WAF)	15,500
Ruckus Zone Director/WIFI	3,000
Kemp Technologies Load Balancer	5,000
Nexsan Storage (Exchange Mailboxes)	3,500
Emerson Power Liebert GC UPS Annual	15,000
GC Liebert UPS Battery, caps, fans	10,000
Blue Coat Web Filter Maintenance Renewal	18,360
Server OS & Support Renewals	15,000

**721200**      **Sales Tax** (\$2,500) is recommended increased \$120 to pay sales tax on capital lease equipment.

## INFORMATION TECHNOLOGY

### **SERVICES & SUPPLIES (continued)**

**721300**      **Office Expense** (\$14,200) is recommended increased \$3,700 for the following:

Backup Tapes	\$ 7,200
Office Supplies	5,000
Microsoft Technet subscriptions	1,500
Domain Registration	500

**721400**      **Professional & Specialized Services** (\$1,117,834) is recommended increased \$944,334 for the following:

External Consulting Services and Support	40,000
Microsoft Annual Support Pack	46,000
Help Desk software annual fee	7,000
Anti-Virus software updates annual fee	15,000
Annual Backup Software maintenance fee (Commvault)	45,000
What's Up Gold Network Monitoring SW Maintenance	7,500
SSL Certificate Renewal – offsite remote access to County servers for Email access requires an encryption certification.	4,500
PDQ Remote Deploy	4,500
Digital Attic Web Hosting	6,500
RSA Remote Access	3,500
Network/ISG Pro Services & Support/ASA Configuration	15,000
ScanMicro Trend AV Exchange server AV	8,000
RSA SecurID (ACE Server software)	2,000
InfoTech Subscription	15,000
LaserFiche	35,000
McGladrey (CRM/Sharepoint)	15,000
Blue coat Web Filter Software	8,802
Casewise Modeler	10,000
Social Media Archive Tool	6,000
Microsoft Enterprise Agreement (EA)	663,333
Infrastructure Preparation (Phase One) – Windows 10	50,000
NeoGov Annual Renewal	18,200
Executime Annual Renewal	10,799
Enterprise Back-up Storage Increase	33,200
Sungard Software Maintenance	48,000

## INFORMATION TECHNOLOGY

### **SERVICES & SUPPLIES** (continued)

- 721600**      **Rents & Leases - Equipment** (\$4,500) is recommended increased \$4,000 to provide miscellaneous equipment lease, copier lease, and vehicle rental from Central Garage.
- 721909**      **Property Tax** (\$2,000) is recommended unchanged to pay property tax on capital lease equipment.
- 722000**      **Transportation & Travel** (\$40,000) is recommended increased \$10,000 to provide staff training and reimburse for personnel use of personal vehicles. The projected staff training in 2016-17 is as follows:
- Sungard Conference
  - Project Management Training
  - Microsoft Server 2012
  - SharePoint Power User
  - SharePoint Core Solutions
  - CRM Dynamics Custom Configuration
  - CRM Installation & Deployment
  - One Solution Security DL Session
  - CDH Development DL Session
  - Microsoft IIS
  - VMWorld (2-4 staff/5 days)
  - MCSE Bootcamp
  - Storage Decisions (2 staff/3-5 days)
  - Cisco Live
  - Cisco Firepower (IDS/IPS) training
- 722002**      **Shipping** (\$2,500) is recommended unchanged and is used to pay shipping costs on capital lease equipment.
- 730302**      **Rent** (\$188,444) is recommended increased \$51,324 and is used for lease payments on capital lease equipment. The increase is requested to fund the capital lease on new Enterprise Board Chambers Audio Video Equipment (\$28,570) and to fund the capital lease of new cubicles in the Office of Information Technology (\$22,754) as the current configuration does not support the workflow of Information Technology and the Department has insufficient space to accommodate all staff.
- 730502**      **Interest** (\$20,000) is recommended unchanged and is used to pay interest on capital lease equipment.

## INFORMATION TECHNOLOGY

### FIXED ASSETS

**740300**      **Equipment** (\$765,630) is recommended for the One Solution Hardware Upgrade (\$120,000), One Solution Software Upgrade (\$450,630), replacement of the Voice Mail at the 200 West 4<sup>th</sup> Street, Government Center (\$50,000), the Exchange Email Server Storage Upgrade and the purchase of Email Archiving/e-Discovery tools (\$145,000).