

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,252,068	1,349,606	1,506,379	1,506,379
710103 Extra Help	61,064	40,000	0	0
710105 Overtime	3,605	2,500	2,500	2,500
710106 Stand-By	19,347	20,000	20,000	20,000
710200 Retirement	362,918	408,133	473,375	473,375
710300 Health Insurance	154,725	174,140	163,882	163,882
710400 Workers' Compensation Insurance	32,656	28,132	55,791	55,791
TOTAL SALARIES & EMPLOYEE BENEFITS	1,886,383	2,022,511	2,221,927	2,221,927
SERVICES & SUPPLIES				
720300 Communications	105,672	112,800	97,000	97,000
720600 Insurance	33,630	51,390	60,676	60,676
720800 Maintenance - Equipment	132,686	224,500	170,000	170,000
721200 Sales Tax	5,213	2,380	2,380	2,380
721300 Office Expense	4,979	20,500	10,500	10,500
721400 Professional & Specialized Services	240,288	189,600	173,500	173,500
721600 Rents & Leases - Equipment	357	20,000	500	500
721909 Property Tax	0	700	2,000	2,000
722000 Transportation & Travel	27,705	46,000	30,000	30,000
722002 Shipping	1,293	2,500	2,500	2,500
TOTAL SERVICES & SUPPLIES	551,823	670,370	549,056	549,056
OTHER CHARGES				
730302 Rent	50,570	61,500	137,120	137,120
730502 Interest	0	9,100	20,000	20,000
TOTAL OTHER CHARGES	50,570	70,600	157,120	157,120
FIXED ASSETS				
740300 Equipment	145,630	0	0	0
TOTAL FIXED ASSETS	145,630	0	0	0
TOTAL - INFORMATION TECHNOLOGY	2,634,406	2,763,481	2,928,103	2,928,103
770100 Intrafund Transfer	-775,980	0	0	0
GRAND TOTAL - INFORMATION TECHNOLOGY	1,858,426	2,763,481	2,928,103	2,928,103

INFORMATION TECHNOLOGY

COMMENTS

The Information Technology (IT) Department provides services for the planning, design, acquisition, implementation, and maintenance of information technology projects, and the maintenance and protection of all County information stored in electronic format. This involves end-user support on both hardware and software, as well as project management on strategic IT initiatives. The mission of the IT Department is to be a customer service based team that advances the County's delivery of cost-effective and innovative public services, through coordinated application of technology planning, services, education, and security.

WORKLOAD

The Department's anticipated projects for 2015-16 include:

- Continued Migration of Server assets to Virtual Server (Reducing 103 servers to 43)
- Continued broadening of Cognos Financial Reporting Software
- Prepare for iFAS upgrades (to OneSolution) or replacement
- Migrate County email to hosted cloud
- Implement Virtual Desktop technology

DEPARTMENT WORK PROGRAM

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,515	1,515	1,500
Support for Help Desk (# of Calls)	13,435	9,724	14,000
Supported and maintained Servers	103	97	43
Supported Wide Area Network (locations)	40	40	40
Ordered, configured & installed networked computers	154	106	200
Ordered, configured & installed peripheral devices	48	54	50
Implemented Major Projects	33	27	30
Administer Video Conferencing System (sites)	5	5	5
Administer the Enterprise Backup/Restore Process for Departments	35	35	35

INFORMATION TECHNOLOGY

REVENUE

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

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Intrafund/Interfund Revenue	\$ 581	\$1,022,821	\$1,218,778
Operating Transfer In	<u>64,251</u>	<u>0</u>	<u>0</u>
Total	\$64,832	\$1,022,821	\$1,218,778

STAFFING

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

	2014-15 Authorized		2015-16 Recommended	
<u>Permanent</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1		1	
Database Administrator	1		1	
Desktop Support Technician I/II, or Network Engineer I/II	5	2	7*	
Director of Information Technology	1		1	
Information Systems Supervisor, or Assistant Director of Information Technology	2		2	
Information Technology Systems Analyst I/II	8	2	8	2
Office Assistant I/II	0	1	0	1
Senior Information Technology Analyst	1		1	
Senior Network Engineer	<u>1</u>	<u>5</u>	<u>1</u>	<u>3</u>
Sub-Total	20	5	22	3

*The additional (2) positions will be funded 100% by the Department of Social Services and Behavioral Health Services for on-sight support of these departments.

INFORMATION TECHNOLOGY

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,506,379) are recommended increased \$156,773 based on the recommended staffing level. This increase includes additional position funding for Behavioral Health, and Department of Social Services. Salaries will be offset by approximately \$633,461 from sub-vented departments.
- 710103** **Extra Help** (\$0) is not recommended, a reduction of \$40,000.
- 710105** **Overtime** (\$2,500) is recommended unchanged for when it is necessary to work after hours to repair computer 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.
- 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 reduced \$15,800, reflecting decreases in incremental costs of data and voice circuits. This account provides funding for the Department's on-going telephone and fax needs (\$3,000); monthly charges for 15 cell phone and three wireless devices (\$7,000); and operating cost of the Wide-Area Network (\$87,000), which will be partially offset by charges to sub-vented Departments (\$47,415).
- 720600** **Insurance** contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$170,000) is recommended reduced \$54,500, resulting from Wide-Area Network optimization and a consolidation of equipment costs. This account provides funds for the repair of computers and diagnostic equipment (\$10,000); maintenance of Wide-Area Network equipment (\$68,000); and Peripheral systems maintenance (\$92,000). Charges to sub-vented departments will partially offset these costs (\$93,468).

INFORMATION TECHNOLOGY

SERVICES & SUPPLIES (continued)

- 721200** **Sales Tax** (\$2,380) is recommended unchanged to pay sales tax on capital lease equipment.
- 721300** **Office Expense** (\$10,500) is recommended reduced \$10,000 for the following: backup tapes (\$6,500), domain registration (\$500), Microsoft Technet subscriptions (\$1,500) and standard office supplies (\$2,000).
- 721400** **Professional & Specialized Services** (\$173,500) is recommended reduced \$16,100. Charges to sub-vented departments will partially offset these costs (\$74,525).
- \$ 40,000 External Consulting Services and Support
 - \$ 46,000 Microsoft Annual Support Pack
 - \$ 6,000 Help Desk software annual fee
 - \$ 23,000 Anti-Virus software updates annual fee
 - \$ 35,000 Annual Backup Software maintenance fee (Commvault)
 - \$ 5,000 What's Up Gold Network Monitoring SW Maintenance
 - \$ 3,500 SSL Certificate Renewal – offsite remote access to County servers for email access requires an encryption certification.
 - \$ 2,500 PDQ Remote Deploy
 - \$ 6,500 Digital Attic Web Hosting
 - \$ 2,500 Network Monitoring and Security
 - \$ 3,500 RSA Remote Access
- 721600** **Rents & Leases - Equipment** (\$500) is recommended reduced \$19,500 to provide miscellaneous equipment lease and vehicle rental from Central Garage. The reduction is a result of moving funds from this account to the Rents (730302) account.
- 721909** **Property Tax** (\$2,000) is recommended increased \$1,300 to pay property tax on capital lease equipment.
- 722000** **Transportation & Travel** (\$30,000) is recommended reduced \$16,000 to provide staff training and reimburse for personnel use of personal vehicles.
- 722002** **Shipping** (\$2,500) is recommended unchanged and is used to pay shipping costs on capital lease equipment.

INFORMATION TECHNOLOGY

OTHER CHARGES

730302 **Rent** (\$137,120) is recommended increased \$75,620 to pay rent on capital lease equipment. The increase is requested to provision for the virtual server implementation which is projected to reduce costs over the next five years by a net of \$300,000.

730502 **Interest** (\$20,000) is recommended increased \$10,900 and is used to pay interest on capital lease equipment.

FIXED ASSETS (\$0) No fixed assets are recommended for 2015-16.