COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15

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

ACCOUNT CLASSIFICATION	ACTUAL EXPENDITURES 2012-13	BOARD APPROVED EXPENDITURES 2013-14	DEPARTMENT REQUEST 2014-15	CAO RECOMMENDED 2014-15
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	969,198	1,398,288	1,349,606	1,349,606
710103 Extra Help	21,397	40,000	40,000	40,000
710105 Overtime	200	2,500	2,500	2,500
710106 Stand-By	17,919	20,000	20,000	20,000
710200 Retirement	271,458	392,035	408,133	408,133
710300 Health Insurance	131,385	180,331	174,140	174,140
710400 Workers' Compensation Insurance	23,451	32,656	28,132	28,132
TOTAL SALARIES & EMPLOYEE BENEFITS	**1,435,008**	**2,065,810**	**2,022,511**	**2,022,511**
SERVICES & SUPPLIES				
720300 Communications	89,748	114,500	112,800	112,800
720600 Insurance	41,578	33,630	51,390	51,390
720800 Maintenance - Equipment	143,915	197,500	224,500	224,500
721200 Sales Tax	4,237	2,380	2,380	2,380
721300 Office Expense	5,469	5,500	20,500	20,500
721400 Professional & Specialized Services	149,204	217,318	189,600	189,600
721600 Rents & Leases - Equipment	587	20,000	20,000	20,000
721909 Property Tax	1,855	700	700	700
722000 Transportation & Travel	21,036	34,000	46,000	46,000
722002 Shipping	589	3,000	2,500	2,500
TOTAL SERVICES & SUPPLIES	**458,218**	**628,528**	**670,370**	**670,370**
OTHER CHARGES				
730302 Rent	6,607	46,500	61,500	61,500
730502 Interest	0	9,100	9,100	9,100
TOTAL OTHER CHARGES	**6,607**	**55,600**	**70,600**	**70,600**
FIXED ASSETS				
740300 Equipment	45,642	25,000	0	0
TOTAL FIXED ASSETS	**45,642**	**25,000**	**0**	**0**
TOTAL - INFORMATION TECHNOLOGY	**1,945,475**	**2,774,938**	**2,763,481**	**2,763,481**
770100 Intrafund Transfer	-291,333	-812,590	0	0
GRAND TOTAL - INFORMATION TECHNOLOGY	**1,654,142**	**1,962,348**	**2,763,481**	**2,763,481**

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 2014-15 include:

- Virtual Server Implementation
- Continued leveraging of CRM to automate manual processes
- ESRI Geographic Information Systems Website Replacement
- Assist in Human Resource and Financial System upgrade/replacement
- Migrate County email to hosted cloud
- Implement Virtual Desktop technology

DEPARTMENT WORK PROGRAM

	Actual 2103-14	Estimated 2013-14	Projected 2014-15
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,500	1,515	1,500
Support for Help Desk (# of Calls)	9,724	8,600	9,800
Supported and maintained Servers	97	64	40
Supported Wide Area Network (locations)	40	40	40
Ordered, configured & installed networked computers	106	50	450
Ordered, configured & installed peripheral devices	54	68	68
Implemented Major Projects	27	63	44
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.

	Actual 2013-14	Estimated 2013-14	Projected 2014-15
Intrafund/Interfund Revenue	$348,351	$975,837*	$1,054,156
Operating Transfer In	45,000	65,000	0
Total	$393,351	$1,040,837	$1,054,156

*(Increase of over $600,000 due primarily to increase in labor offsets from Department of Social Services)

STAFFING

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

	2013-14 Authorized		2014-15 Recommended	
Permanent	**Funded**	**Unfunded**	**Funded**	**Unfunded**
Administrative Assistant	1		1	
Database Administrator	1		1	
Desktop Support Technician I/II, or Network Engineer I/II	6	1	5	2
Director of Information Technology	1		1	
Information Systems Supervisor, or Assistant Director of Information Technology	2		2	
Information Technology Systems Analyst I/II *	8*	1	8	2
Office Assistant I/II	0	1	0	1
Senior Information Technology Analyst	0	1	1	
Senior Network Engineer	1		1	
Sub-Total	20	4	20	5

*(5) Information Technology Systems Analyst I/II added as a result of consolidation from Department of Social Services.

SALARIES & EMPLOYEE BENEFITS

710102   **Permanent Salaries** ($1,349,606) are recommended reduced $48,682 based on the recommended staffing level.

710103   **Extra Help** ($40,000) is recommended unchanged which is completely offset by support revenue from Behavioral Health Services.

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** ($112,800) is recommended reduced $1,700, reflecting decreases in incremental costs of data and voice circuits. This account provides funding for the Department's on-going telephone and fax needs ($1,000); monthly charges for 15 cell phone and three wireless devices ($7,000); and operating cost of the Wide-Area Network ($104,800), which will be partially offset by charges to sub-vented Departments ($56,026).

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

720800   **Maintenance - Equipment** ($224,500) is recommended increased $27,000. This account provides funds for the repair of computers and diagnostic equipment ($15,000); maintenance of Wide-Area Network equipment ($135,581); and Peripheral systems maintenance ($73,919). Charges to sub-vented departments will partially offset these costs ($148,894).

721200   **Sales Tax** ($2,380) is recommended unchanged to pay sales tax on capital lease equipment.

SERVICES & SUPPLIES (continued)

721300   **Office Expense** ($20,500) is recommended increased $15,000 for the following: backup tapes ($2,500), domain registration ($500), and Microsoft Technet subscriptions ($500) and standard office supplies ($2,000) and Info-Tech Research Group subscription ($15,000).

721400   **Professional & Specialized Services** ($189,600) is recommended reduced $27,718. Charges to sub-vented departments will partially offset these costs ($128,972).

$ 24,000	External Consulting Services and Support
$ 40,000	Microsoft Annual Support Pack
$ 6,000	Help Desk software annual fee
$ 24,000	Anti-Virus software updates annual fee
$ 30,000	Annual Backup Software maintenance fee (Commvault)
$ 5,000	What's Up Gold Network Monitoring SW Maintenance
$ 6,000	SSL Certificate Renewal – offsite remote access to County servers for email access requires an encryption certification.
$ 100	Provisio Software, network documentation suite
$ 10,500	Citrix Xen App maintenance renewal
$ 34,000	LaserFiche software annual fee
$ 6,500	Network Monitoring and Security
$ 3,500	RSA Remote Access

721600   **Rents & Leases - Equipment** ($20,000) is recommended unchanged to provide funding for anticipated server leasing beginning mid-fiscal year.

721909   **Property Tax** ($700) is recommended unchanged to pay property tax on capital lease equipment.

722000   **Transportation & Travel** ($46,000) is recommended increased $12,000 to provide additional staff training on network cloud based implementation projects as well as consolidated server training.

722002   **Shipping** ($2,500) is recommended reduced $500 and is used to pay shipping costs on capital lease equipment.

OTHER CHARGES

730302   <u>Rent</u> ($61,500) is recommended increased $15,000 to pay rent on capital lease equipment.

730502   <u>Interest</u> ($9,100) is recommended unchanged and is used to pay interest on capital lease equipment.

<u>FIXED ASSETS</u> ($0) No fixed assets are recommended for 2014-15.