COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2013-14

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

ACCOUNT CLASSIFICATION	ACTUAL EXPENDITURES 2011-12	BOARD APPROVED EXPENDITURES 2012-13	DEPARTMENT REQUEST 2013-14	CAO RECOMMENDED 2013-14
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,020,026	957,192	1,398,288	1,398,288
710103 Extra Help	0	40,000	40,000	40,000
710105 Overtime	0	2,500	2,500	2,500
710106 Stand-By	20,882	20,000	20,000	20,000
710200 Retirement	271,510	258,442	392,035	392,035
710300 Health Insurance	129,629	134,148	180,331	180,331
710400 Workers' Compensation Insurance	22,071	23,451	32,656	32,656
TOTAL SALARIES & EMPLOYEE BENEFITS	**1,464,119**	**1,435,733**	**2,065,810**	**2,065,810**
SERVICES & SUPPLIES				
720300 Communications	107,062	114,150	114,500	114,500
720600 Insurance	36,535	41,578	33,630	33,630
720800 Maintenance - Equipment	101,545	174,500	197,500	197,500
721200 Sales Tax	0	0	2,380	2,380
721300 Office Expense	3,365	3,350	5,500	5,500
721400 Professional & Specialized Services	119,610	213,400	217,318	217,318
721600 Rents & Leases - Equipment	1,648	59,700	20,000	20,000
721909 Property Tax	0	0	700	700
722000 Transportation & Travel	5,809	40,500	34,000	34,000
722002 Shipping	0	0	3,000	3,000
TOTAL SERVICES & SUPPLIES	**375,573**	**647,178**	**628,528**	**628,528**
OTHER CHARGES				
730302 Rent	0	0	46,500	46,500
730502 Interest	0	0	9,100	9,100
TOTAL OTHER CHARGES	**0**	**0**	**55,600**	**55,600**
FIXED ASSETS				
740300 Equipment	-846	15,500	25,000	25,000
TOTAL FIXED ASSETS	**-846**	**15,500**	**25,000**	**25,000**
TOTAL - INFORMATION TECHNOLOGY	**1,838,845**	**2,098,411**	**2,774,938**	**2,774,938**
770100 Intrafund Transfer	-288,577	-459,414	-812,590	-812,590
GRAND TOTAL - INFORMATION TECHNOLOGY	**1,550,268**	**1,638,997**	**1,962,348**	**1,962,348**

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 2013-14 include:

- Countywide NetApp/Storage Array upgrades
- Virtual Server Implementation
- Continued leveraging of CRM to automate manual processes
- Government Center Switch/Router infrastructure upgrades
- ESRI Geographic Information Systems Upgrade
- Assist in Human Resource and Financial System upgrade/replacement
- Initial Windows 7 and Office 2010 upgrades Countywide

DEPARTMENT WORK PROGRAM

	Actual 2012-13	Estimated 2012-13	Projected 2013-14
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,390	1,515	1,515
Support for Help Desk (# of Calls)	9,648	8,600	9,800
Supported and maintained Servers	84	64	64
Supported Wide Area Network (locations)	40	40	40
Ordered, configured & installed networked computers	275	50	50
Ordered, configured & installed peripheral devices	44	68	68
Implemented Major Projects	36	63	63
Administer Video Conferencing System (sites)	0	8	5
Administer the Enterprise Backup/Restore Process for Departments	35	35	0

REVENUE

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

	Actual **2011-12**	Estimated **2012-13**	Projected **2013-14**
Computer Services	$15,739	$25,246	$163,247
Development Impact Fee	0	45,000	40,000
Chukchansi Settlement Fund	0	0	25,000
Total Revenue	$15,739	$70,246	$228,247

STAFFING

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

Permanent	**2012-13 Authorized**		**2013-14 Recommended**	
	Funded	**Unfunded**	**Funded**	**Unfunded**
Information Technology				
Administrative Assistant	1		1	
Database Administrator	1		1	
Desktop Support Technician I/II, or Network Engineer I/II	5	2	6	1
Director of Information Technology	1		1	
Information Systems Supervisor, or Information Technology Manager	2		2	
Information Technology Systems Analyst I/II	4	1	8*	1
Office Assistant I/II	1		0	1
Senior Information Technology Analyst	0	1	0	1
Senior Network Engineer	1		1	
Sub-Total	16	4	20	4

*Represents the allocation of four IT Systems Analyst positions as part of the centralization of IT staff as approved by your Board on June 25, 2013. These positions were previously allocated in the Department of Social Services.

STAFFING (continued)

Permanent (continued)	2012-13 Authorized		2013-14 Recommended	
	Funded	**Unfunded**	**Funded**	**Unfunded**
Department of Social Services				
Information Systems Analyst I/II	1		1	
Information Systems Supervisor	1		1	
Sub-Total	2		2	
TOTAL PERMANENT STAFF	18	5	22	5

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** ($1,398,288) are recommended increased $441,096 based on the cost of the recommended staffing level, including the reallocation of positions from the Department of Social Services to the Information Technology budget.

710103 **Extra Help** ($40,000) is recommended unchanged and 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** ($114,500) is recommended increased $350, reflecting increases 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 14 cell phone and three wireless devices ($8,700); 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** ($197,500) is recommended increased $23,000. This account provides funds for the repair of computers and diagnostic equipment ($15,000), maintenance of the Wide-Area Network equipment ($108,581), and RMA and Peripheral network systems maintenance ($73,919). Charges to sub-vented departments will partially offset these costs ($111,000).

721200   **Sales Tax** ($2,380) is recommended as required by the Auditor Controller's office to pay sales tax on capital lease equipment.

721300   **Office Expense** ($5,500) is recommended increased $2,150 for office supplies, backup tapes ($2,500), domain registration ($500), Microsoft Technet subscriptions ($500), and standard office supplies ($2,000).

721400   **Professional & Specialized Services** ($217,318) is recommended increased $3,918 for the services listed below. Charges to sub-vented departments will partially offset these costs ($181,239).

$ 25,000	External Consulting Services and Support
40,000	Microsoft Annual Support Pack
6,000	Help Desk software annual fee
23,000	Anti-Virus software updates annual fee
30,000	Annual Backup Software maintenance fee (Commvault)
5,000	What's Up Gold Network Monitoring SW Maintenance
3,500	SSL Certificate Renewal – offsite remote access to County servers for email access requires an encryption certification.
100	Provisio Software, network documentation suite
8,500	Citrix Xen App maintenance renewal
33,118	LaserFiche software annual fee
31,000	ESRI GIS Software Upgrade

SERVICES & SUPPLIES (continued)

721400   **Professional & Specialized Services (continued)**

    $ 8,600   Network Monitoring and Security
         3,500   RSA Remote Access

721600   **Rents & Leases - Equipment** ($20,000) is recommended reduced $39,700 as required by the Auditor Controller's office to disperse costs of leasing equipment into separate accounts.

721909   **Property Tax** ($700) is recommended as required by the Auditor Controller's office to pay property tax on capital lease equipment.

722000   **Transportation & Travel** ($34,000) is recommended reduced $6,500 to provide additional staff training on network security and ESRI GIS use and support, and to reimburse employees for use of their private vehicles. The amount for the ESRI GIS is offset by Development Impact Fees ($9,000).

722002   **Shipping** ($3,000) is recommended as required by the Auditor Controller's office to pay shipping costs on capital lease equipment.

OTHER CHARGES

730302   **Rent** ($46,500) is recommended as required by the Auditor Controller's office to pay Rent on capital lease equipment.

730502   **Interest** ($9,100) is recommended as required by the Auditor Controller's office to pay interest on capital lease equipment.

FIXED ASSETS

740300   **Equipment** ($25,000) is recommended increased $9,500 for the purchase of the IFAS Human Resource/Financial Upgrade. The cost of the upgrade will be offset with Chukchansi Settlement Funds.