COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13

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

ACCOUNT CLASSIFICATION	ACTUAL EXPENDITURES 2010-11	BOARD APPROVED EXPENDITURES 2011-12	DEPARTMENT REQUEST 2012-13	CAO RECOMMENDED 2012-13
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,016,515	1,057,254	957,192	957,192
710103 Extra Help	51,970	0	40,000	40,000
710105 Overtime	196	2,500	2,500	2,500
710106 Stand-By	17,847	20,000	20,000	20,000
710200 Retirement	263,218	280,697	258,442	258,442
710300 Health Insurance	126,964	135,528	134,148	134,148
710400 Workers' Compensation Insurance	34,349	22,071	23,451	23,451
TOTAL SALARIES & EMPLOYEE BENEFITS	**1,511,059**	**1,518,050**	**1,435,733**	**1,435,733**
SERVICES & SUPPLIES				
720300 Communications	168,943	139,000	114,150	114,150
720600 Insurance	29,631	36,535	41,578	41,578
720800 Maintenance - Equipment	112,569	173,000	174,500	174,500
721300 Office Expense	4,932	5,350	3,350	3,350
721400 Professional & Specialized Services	317,324	134,600	213,400	213,400
721600 Rents & Leases - Equipment	3,511	2,500	59,700	59,700
722000 Transportation & Travel	19,017	17,500	40,500	40,500
TOTAL SERVICES & SUPPLIES	**655,927**	**508,485**	**647,178**	**647,178**
FIXED ASSETS				
740300 Equipment	201,501	0	15,500	15,500
TOTAL FIXED ASSETS	**201,501**	**0**	**15,500**	**15,500**
TOTAL - INFORMATION TECHNOLOGY	**2,368,487**	**2,026,535**	**2,098,411**	**2,098,411**
770100 Intrafund Transfer	-395,584	-434,219	-459,414	-459,414
GRAND TOTAL - INFORMATION TECHNOLOGY	**1,972,903**	**1,592,316**	**1,638,997**	**1,638,997**

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 2012-13 include:

- Countywide Digital Signature Implementation
- Virtual Server Implementation
- Continued leveraging of CRM to automate manual processes

DEPARTMENT WORK PROGRAM

	Actual 2011-12	Estimated 2011-12	Projected 2012-13
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,390	1,390	1,515
Support for Help Desk (# of Calls)	8,350	5,900	8,600
Supported and maintained Servers	82	64	64
Supported Wide Area Network (locations)	40	40	40
Ordered, configured & installed networked computers	115	50	50
Ordered, configured & installed peripheral devices	50	68	68
Implemented Major Projects	44	63	63
Administer Video Conferencing System (sites)	5	8	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 2010-11	Estimated 2011-12	Projected 2012-13
Computer Services	$35,743	$18,900	$25,246
Microsoft Settlement Funds	0	0	45,895
Total	$35,743	$18,900	$71,141

STAFFING

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

Permanent	2011-12 Authorized Funded	Unfunded	2012-13 Recommended Funded	Unfunded
Information Technology				
Administrative Assistant	1		1	
Database Administrator	1		1	
Desktop Support Technician I/II, or				
Network Engineer I/II	5	2	5	2
Director of Information Technology	1		1	
Information Systems Supervisor, or				
Information Technology Manager	3		2	1
Information Technology Systems Analyst I/II	4	1	4	1
Office Assistant I/II	1		1	
Senior Information Technology Analyst	0	1	0	1
Senior Network Engineer	1		1	
Sub-Total	17	4	16	5
Department of Social Services				
Information Systems Analyst I/II	1		1	
Information Systems Supervisor	1		1	
Sub-Total	2		2	
TOTAL PERMANENT STAFF	19	4	18	5

SALARIES & EMPLOYEE BENEFITS

710102   **Permanent Salaries** ($957,192) are recommended reduced $100,062 based on the recommended staffing level. Salaries will be offset by approximately $198,325 from sub-vented departments.

710103   **Extra Help** ($40,000) is recommended increased by $40,000, 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** ($114,150) is recommended reduced $24,850, reflecting consolidation of data circuits and disconnection of county-wide ISDN lines used for video conferencing during 2011-12. This account provides funding for the Department's on-going telephone and fax needs ($1,000); monthly charges for 19 cell phones and three wireless devices ($10,350); and operating cost of the Wide-Area Network ($102,800), which will be partially offset by charges to sub-vented Departments ($57,770).

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

720800   **Maintenance - Equipment** ($174,500) is recommended increased $1,500 and provides funds for the repair of computers and diagnostic equipment ($15,000); maintenance of the Wide-Area Network equipment ($126,000), Network Attached Storage ($7,000) located at the Road 28 campus, and RMA and Peripheral network systems maintenance ($26,500). Charges to sub-vented departments will partially offset these costs ($78,112).

SERVICES & SUPPLIES (continued)

721300   **Office Expense** ($3,350) is recommended reduced $2,000 for office supplies, backup tapes, domain registration, and Microsoft Technet subscriptions.

721400   **Professional & Specialized Services** ($213,400) is recommended increased $78,800 due to a one-time increase in consulting services to implement the Virtual Server environment ($45,000) and a resumption of LaserFiche maintenance costs ($32,000 removed from 2011-12 budget). This account funds the following:

$ 45,000	Virtualized Server Environment implementation & consulting fee
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)
10,000	Operating System Upgrades
5,000	What's Up Gold Network Monitoring SW Maintenance
4,700	SSL Certificate Renewal – offsite remote access to County servers for email access requires an encryption certification.
100	Provisio Software, network documentation suite
32,000	LaserFiche software annual fee
9,600	Network Monitoring and Security
8,000	Remote Access

721600   **Rents & Leases - Equipment** ($59,700) is recommended increased $57,200 to provide funding for anticipated server leasing beginning mid-fiscal year. Leasing this equipment will significantly reduce fixed asset costs and result in a net cost avoidance of approximately $232,750 over the next five fiscal periods by reducing the number of separate servers that would otherwise be acquired as part of the annual server replacement schedule. It is anticipated approximately thirty (30) servers will be incorporated into the Virtual server environment.

722000   **Transportation & Travel** ($40,500) is recommended increased $23,000 to provide additional staff training on CRM and Virtual Server support, and to reimburse employees for use of their private vehicles.

FIXED ASSETS

740300   **Equipment** ($15,500) is recommended increased $15,500 to provide email Exchange Load Balancers to ensure redundancy of this core County system. This equipment is critical to balance the data load on the County email systems to decrease the possibility of catastrophic downtime.