

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2011-12**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2009-10</u>	<u>BOARD APPROVED EXPENDITURES 2010-11</u>	<u>DEPARTMENT REQUEST 2011-12</u>	<u>CAO RECOMMENDED 2011-12</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	1,030,608	1,015,900	1,057,254	1,057,254
710103 Extra Help	75,238	40,000	0	0
710105 Overtime	91	2,500	2,500	2,500
710106 Stand-By	19,242	20,000	20,000	20,000
710200 Retirement	266,422	268,446	280,697	280,697
710300 Health Insurance	117,776	135,528	135,528	135,528
710400 Workers' Compensation Insurance	28,437	34,349	22,071	22,071
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,537,814</b>	<b>1,516,723</b>	<b>1,518,050</b>	<b>1,518,050</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	156,910	179,400	139,000	139,000
720600 Insurance	32,609	29,631	36,535	36,535
720800 Maintenance - Equipment	130,537	129,300	173,000	173,000
721300 Office Expense	5,434	8,600	5,350	5,350
721400 Professional & Specialized Services	290,641	367,900	134,600	134,600
721600 Rents & Leases - Equipment	2,456	2,950	2,500	2,500
722000 Transportation & Travel	22,258	35,000	17,500	17,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>640,845</b>	<b>752,781</b>	<b>508,485</b>	<b>508,485</b>
<b>FIXED ASSETS</b>				
740300 Equipment	202,808	276,000	0	0
<b>TOTAL FIXED ASSETS</b>	<b>202,808</b>	<b>276,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL - INFORMATION TECHNOLOGY</b>	<b>2,381,467</b>	<b>2,545,504</b>	<b>2,026,535</b>	<b>2,026,535</b>
770100 Intrafund Transfer	-260,418	-437,175	-434,219	-434,219
<b>GRAND TOTAL - INFORMATION TECHNOLOGY</b>	<b>2,121,049</b>	<b>2,108,329</b>	<b>1,592,316</b>	<b>1,592,316</b>

**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 2011-12 include:

- County-wide Printer upgrades/replacements
- 311/CRM Implementation
- County-wide Form Automation

**DEPARTMENT WORK PROGRAM**

	<b><u>Estimated 2010-11</u></b>	<b><u>Projected 2011-12</u></b>
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,390	1,200
Support for Help Desk (# of Calls)	5,900	5,900
Supported and maintained Servers	64	64
Supported Wide Area Network (locations)	40	40
Ordered, configured & installed networked computers	50	50
Ordered, configured & installed peripheral devices	68	68
Implemented Major Projects	63	63
Administer Video Conferencing System (sites)	8	8
Administer the Enterprise Backup/Restore Process for Departments	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 2009-10</u></b>	<b><u>Estimated 2010-11</u></b>	<b><u>Projected 2011-12</u></b>
Computer Services	\$35,743	\$18,900	\$21,358

**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><u>2010-11 Authorized</u></b>	<b><u>2011-12 Recommended</u></b>	
		<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
<b><u>Information Technology</u></b>			
Administrative Assistant	1	1	
Database Administrator	1	1	
Desktop Support Technician I/II, or Network Engineer I/II	8	6	2
Director of Information Technology	1	1	
Information Systems Supervisor, or Information Technology Manager	1	1	
Information Technology Systems Analyst I/II	5	4	1
Office Assistant I/II	1	1	
Senior Information Technology Analyst	2	1	1
Senior Network Engineer	<u>1</u>	<u>1</u>	<u>—</u>
Sub-Total	21	17	4
<b><u>Department of Social Services</u></b>			
Information Systems Analyst I/II	1	1	
Information Systems Supervisor	<u>1</u>	<u>1</u>	
Sub-Total	2	2	
<b>TOTAL PERMANENT STAFF</b>	<b>23</b>	<b>19</b>	<b>4</b>

**SALARIES & EMPLOYEE BENEFITS**

- 710102**     **Permanent Salaries** (\$1,057,254) are recommended increased \$41,354 based on the recommended staffing level. Salaries will be offset by approximately \$166,325 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** (\$139,000) is recommended reduced \$40,400, reflecting consolidation of data circuits and disconnection of county-wide ISDN lines used for video conferencing (\$19,000) during 2010-11. This account provides funding for the Department's on-going telephone and fax needs (\$1,000); monthly charges for 19 cell phone and three wireless devices (\$12,000); and operating cost of the Wide-Area Network (\$126,000), which will be partially offset by charges to sub-vented Departments (\$68,314).
- 720600**     **Insurance** contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**     **Maintenance - Equipment** (\$173,000) is recommended increased \$43,700 to ensure extended server warranties to avoid fixed asset replacements. This account provides funds for the repair of computers and diagnostic equipment (\$15,000); and the maintenance of the Wide-Area Network equipment (\$126,000), Storage Area Network switches (\$2,000), and Network Attached Storage (\$30,000) located at the Road 28 campus and RMA. Charges to sub-vented departments will partially offset these costs (\$27,108).
- 721300**     **Office Expense** (\$5,350) is recommended reduced \$3,250 for office supplies and copying costs (\$2,000), backup tapes (\$2,500), domain registration (\$500), and Zoomerang Survey Tool Subscription (\$350).

**SERVICES & SUPPLIES** (continued)

**721400**      **Professional & Specialized Services** (\$134,600) is recommended reduced \$233,300, and will provide the following:

- \$ 18,000      Annual maintenance fee of the County Website
- \$ 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      Server warranty extensions (in lieu of replacements)
- \$ 4,000        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

**721600**      **Rents & Leases - Equipment** (\$2,500) is recommended reduced \$450 for a rental vehicle from Central Garage and for the copy machine lease.

**722000**      **Transportation & Travel** (\$17,500) is recommended reduced \$17,500 for staff travel and training, and to reimburse employees for use of their private vehicles.

**FIXED ASSETS**

There are no fixed assets recommended to be purchased by Information Technology, a reduction of \$276,000.