# Information Technology Services

# Budget Proposal

## FY 2014-2015

Neal Smith, Director

**MISSION STATEMENT**

*"The mission of the Information Technology Services Department is to **champion the use of technology** for the continual improvement of processes and systems that allow the County **to provide quality services** to our citizens."*

Budget Sheet #1 – Goals & Activities

Budget Sheet #2 – Organizational Chart

Budget Sheet #3 – Request for New Employee

Departmental Activities for Zero-Based Budgeting

- Desktop & Application Support - #3A
- Administration - #3A
- Backend Activities - #3A
- HelpDesk - #3A

Operational Expense for Zero-Based Budgeting

- Desktop & Application Support - #4A
- Administration - #4A
- Backend Activities - #4A
- HelpDesk - #4A

Budget Sheet #4 – Summary of Capital Outlay Requests

- Item F1 – Printer and Laptop Replacement
- Item H1 – Server Lifecycle Management Program
- Item H2 – Network Upgrade and Replacement Program
- Item H3 – SAN Project
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Budget Sheet #4 – PEG Summary Capital Outlay Requests

- Item H1 – Small Record & Broadcast System

Budget Sheet #6 – Conference & Training - 51320

Revenue Items to ITS, DavieNet & PEG Channel Budgets

ITS Line Item Budget

DavieNet Line Item Budget

eDavie Line Item Budget

PEG Channel Operations Line Item Budget

Salary & Benefits

## I. MISSION STATEMENT

**The mission of the Information Technology Services Department is to champion the use of technology for the continual improvement of processes and systems that allow the County to provide quality services to our citizens.**

## II. GOALS

1. Create and maintain a "QUALITY SERVICE" attitude.
2. Operate a Help Desk to receive, route and track trouble calls.
3. Routinely disseminate technology related information.
4. Actively engage employees with a Security Awareness Program.
5. Maintain an Internet web site for the public and an Intranet web site for employees.
6. Set staff professional development goals.
7. Periodically review the Technology Policy to keep it current.
8. Operate and maintain the county VoIP telephone system.
9. Advocate for Enterprise Applications & Business Solutions, as appropriate.
10. Operate a PEG Access Channel with appropriate content.

## II. ACTIVITIES

1. Develop Guidelines and Standard Operating Procedures in the following areas:

    a. Technology Policy to include Internet Acceptable Use, Email, Security and Standardization
    b. Standardize Hardware & Software
    c. Scheduled PC Replacement Program
    d. Software License Compliance Program
    e. Disaster Recovery/Business Continuity
    f. Internet & Intranet Homepage Content

2. Accurately track beginning, progress and completion of the following:

    a. Trouble Calls
    b. Technology Projects
    c. Staff Training
    d. Network Outages

3. Projects

    a. Manage the Lifecycle Management of Desktops & Laptops known as Scheduled PC Replacement Program
    b. Manage the Lifecycle Management of Servers
    c. Manage the Lifecycle Management of Printers
    d. Security – Network Access Control (Policy Management)
    e. Disaster Recovery & Business Continuity Planning
    f. Laptop Encryption and Recovery Project
    g. Coordinate content development for Government Channel on Cable TV

4. Departmental User Training

    a. Technology Policy
        - Acceptable Use Policy for Internet & Email,
        - PC & Network Security,
        - Password Selection
        - General Security Awareness
    b. Outlook and Email,
    c. Microsoft Office Productivity – Word, Excel, Powerpoint, Access & Publisher

5. Internet & Intranet Web Site Development

    a. Deploy Content Management application to departments
    b. Strive to make website customer service oriented
    c. Set standards for content
    d. Support departments in developing content

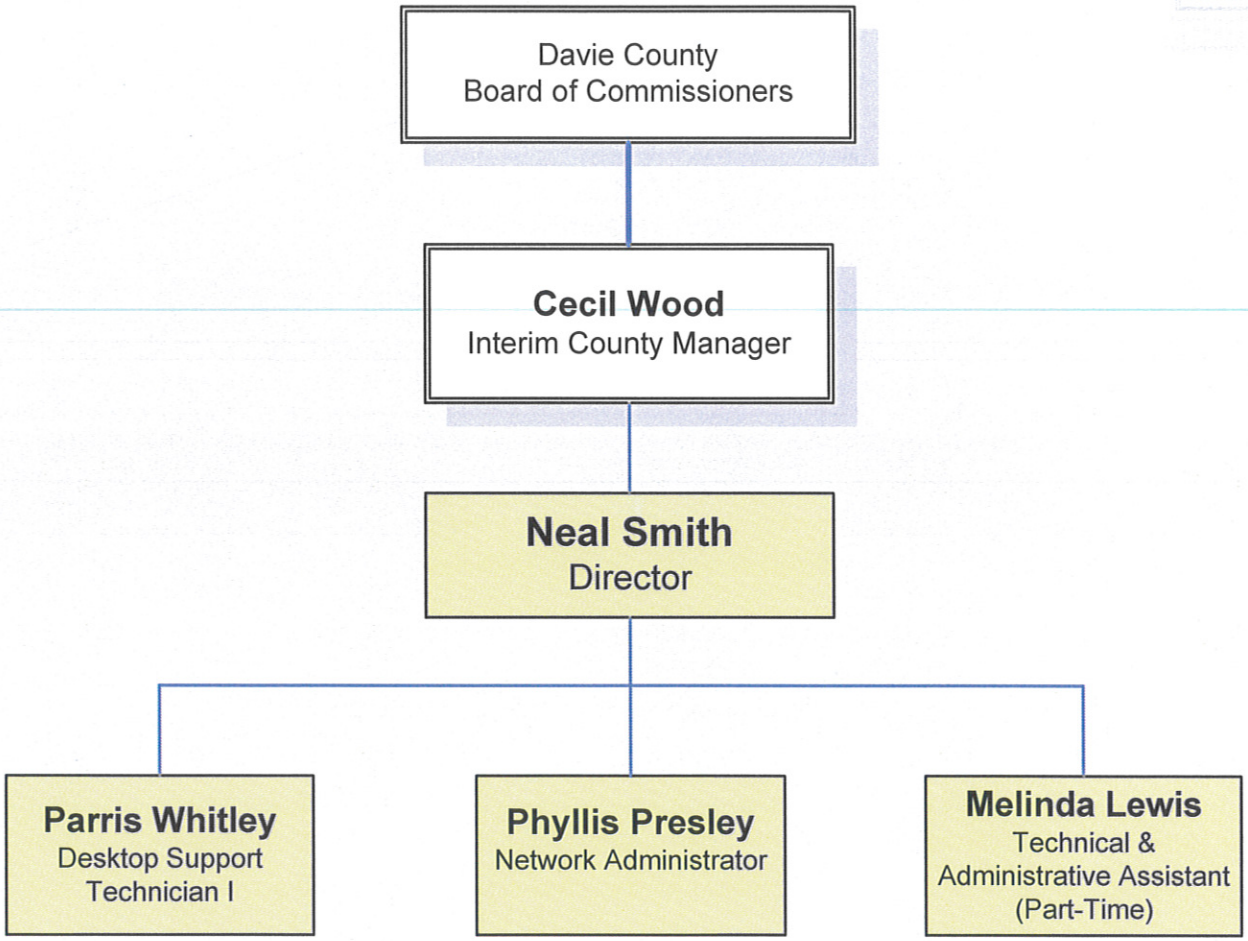
6. County Phone & Voice Mail System

    a. Continue deployment and training of new phone system
    b. Perform moves, adds and changes as necessary
    c. Support Voice Mail system

7. Elections Technical Support

    d. Provide technical support for install of new applications from SBOE
    e. Prepare laptops and printers for Early Voting
    f. Setup and support remote Early Voting site
    g. Support Election Night Returns in the office and Courthouse

# Information Technology Services
## FY 2014 - 2015




Updated 1-23-2014

Budget Sheet #3

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 – 2015

Department Information Technology Services

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Division _____

# REQUEST FOR NEW POSITION

| Title: | Number: | Full-time ☐<br>Temporary ☐ | Annual Salary: |
|---|---|---|---|
| Hiring Date: | 1st Year Cost: | | 2nd Year Cost: |

Duties/Responsibilities of Position:

None Requested

Justify Need for Position in Detail:

Cost of New Equipment/Furniture for Position:

**Information Technology Services**

# Summary of Activities for Zero-Based Budgeting Analysis

FY 2014 – 2015

1. Desktop & Application Support
2. Administration
3. Network (Back-end Services)
4. HelpDesk

**Budget Sheet #3A** **DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015 Department Information Technology

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# ACTIVITY JUSTIFICATION

| Activity: | Number of Employees: | # of Full-Time: **3** | Annual Cost: |
|---|---|---|---|
| **Desktop & Application Support** | **1.23** | # of Part-time: 0 | **$71,499** |
| Mandated by GS - NCGS # | County Cost: **$71,499** | Federal/State Cost: **$0** | |

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Parris Whitley - Desktop Specialist - 87%

Maintains current versions of Microsoft software on 322 computers and provides training.
Routinely installs and upgrades various internet applications on 322 computers.
Assists users with online seminars and web functions.
Assists with technology requirements for meetings.
Assists vendors with more than 22 desktop applications.
Works with users and vendors to troubleshoot application errors and problems.
Maintains antivirus applications on desktop.
Performs diagnostic scans and removes unwanted spyware, malware, and grayware.
Performs diagnostic tests on troubled computers and repairs or replaces.
Cross trains in other positions in department and serves as backup to other staff
Performs related duties as required.

PC Replacement & Deployment

- Unpackage. setup and configure PCs.
- Deploy PCs to offices.
- Maintain user data throughout replacement process.
- Perform necessary training on newer technologies.

Election Support

- Assists Deputy Elections Director with elections preparation.
- Assists with One Stop Voting process by preparing laptops for deployment.
- Responsible for One Stop Voting sites for Early Voting.
- Assists with Election Night Returns and reporting.
- Assists with election reporting to State Board of Elections

Phyllis Presley - Network Administrator - 28%

Collaborates with software vendors and departments in assisting application installs and setups.
Responsible for installation, maintenance, and data backup of applications.
Assists vendors with more than 16 departmental server applications.
Acts as a liaison between vendors and departments.
Cross trains in other positions in department and serves as a backup to other staff.
Performs related duties as required.

PC Replacement & Deployment

- Setup and configure PCs
- Deploy PCs to offices.
- Maintain user data throughout replacement process.
- Performs necessary training on newer technologies.

Justify Need for Each Position in Detail (use additional pages if necessary):

Elections Support
Assists Elections Director with requests as necessary throughout the election process
Responsible for a One Stop Voting site during Early Voting.
Assists with Election Night Returns and reporting.

Neal Smith - IT Director - 8%
Negotiates support contracts with application vendors, maintains current support, and maintains vendor relationships.
Attends vendor sponsored events and educational sessions to maintain viable accountability.
Supervises Parris and Phyllis in job duties
Prepares and maintains the Scheduled PC Replacement Plan.
Elections Support
Responsible for a One Stop Voting Site during Early Voting.
Posts to the county website Elections Schedules, Candidate Listings and other content.
Assists with Election Night Returns by presenting elections results at the Courthouse.

This department supports over 400 users on more than 322 computers, laptops, and workstations. Each computer has an MS operating system and MS office suite of products. IT supports more than 22 individual departmental applications as well as a number of Internet applications including flash, adobe products, and java. State applications such as HIS & NCFast often change without notification and require software upgrades. The need to stay current on versions has become important as rogue applications like spyware, malware, and grayware have become more prominent on the Internet.

**Budget Sheet #3A** **DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015 Department Information Technology

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# ACTIVITY JUSTIFICATION

| Activity: | Number of Employees: | # of Full-Time: **3** | Annual Cost: |
|---|---|---|---|
| **Administration** | **0.93** | # of Part-time: **1** | **$66,105** |
| Mandated by GS - NCGS # | County Cost: **$66,105** | Federal/State Cost: **$0** | |

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Neal Smith - IT Director - 64%

Supervises IT staff including hiring, terminations and other disciplinary actions.
Responsible for creating and maintaining departmental budget.
Responsible for all technology decisions.
Responsible for technology purchases for all county departments.
Participates in monthly New Employee Orientation relating to use of County's Network.
Collaborates and coordinates technology related projects with all county departments.
Attends meetings and collaborates with other county IT professionals.
Researches trends and stays current on technology.
Website Management
- Contracts with ISP for Web Hosting Service.
- Creates web pages and content as necessary.
- Trains departments to create, edit and publish their content.
- Maintains web content standards.

PEG Channel Management
- Maintains relationship with Time Warner Cable and Yadkin Valley for PEG programming.
- Creates and maintains program scheduling and content.
- Submits to NC Department of Revenue annual request for funding.

Melinda Lewis - Technical and Administrative Assistant - 21%

Serves as office receptionist by answering and directing telephone calls and greeting visitors.
Maintains general office supply inventory.
Maintains and distributes Technology Policy document, acknowledgement form, and action form.
Tracks departmental expenses and reconciles with Finance Department's reports.
Provides monthly updates to Director.
Tracks department's assets and maintains current inventory of equipment.
Reconciles annually with Finance Department's fixed asset report.
Gathers quotes, prepares purchase order requests, obtains Director's signature and delivers to finance, receives and processes purchase orders, takes delivery of product, and processes invoices for payment for department and does same for technology purchases for all county departments.
Assists in the preparation of the PC replacement schedule and prepares necessary budget forms for appropriate departments.
Serves as backup to other staff and cross trains as necessary.

**Budget Sheet #3A** **DAVIE COUNTY, NORTH CAROLINA**

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Justify Need for Each Position in Detail (use additional pages if necessary):

Phyllis Presley - Network Administrator - 5%
Assists director with technology decisions.
Evaluates and reviews products.
Assists director with budget preparation.
Attends meetings at the request of director.
Serves as backup to other staff and cross trains as necessary.
Provides technical support for connectivity to Time Warner Cable and Yadkin Valley.

Parris Whitley - Desktop Specialist - 3%
Serves as backup to other staff and cross trains as necessary.

This office strives to always have someone available to answer calls and respond to situations. In order to provide this level of service each staff person cross trains in basic office operations.

**Budget Sheet #3A** **DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015 Department Information Technology

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# ACTIVITY JUSTIFICATION

| Activity: | Number of Employees: | # of Full-Time: **2** | Annual Cost: |
|---|---|---|---|
| **Network (Back-End Activities)** | **0.87** | # of Part-time: **0** | **$67,094** |

| Mandated by GS - NCGS # | County Cost: **$67,094** | Federal/State Cost: **$0** |
|---|---|---|

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Phyllis Presley - Network Administrator - 62%
Responsible for maintaining a Fiber Network between 18 buildings, 26 data closets with 44 data switches and 3 data centers.
Responsible for maintaining 42 server and appliance operations.
Responsible for maintaining County-Wide VoIP Telephone System consisiting of 2 Mitel Controllers and 303 telephones.
Creates user accounts in Active Directory and maintains more than 450 user accounts.
Creates new email accounts and maintains 417 email boxes and email archival.
Maintains Antivirus Server and desktop deployment.
Performs routine data back-up and maintains backup solution.
Maintains 2 local firewalls, 2 remote firewalls, and several vpn solutions.
Creates user accounts for proximity cards and maintains user database.
Maintains SAN (Storage Area Network) for departmental data.
Coordinates software updates with departmental application vendors.
Works as a liasion between departmental staff and application vendors.
Performs related duties as required.
Serves as backup to other staff and cross trains as necessary.

Neal Smith - IT Director - 25%
Responsible for planning and design of fiber netork and layered security.
Manages ISP services with Carolina Computer and NC ITS.
Responsible for implementation and management of email spam filter.
Responsible for implementation and management of and web filter.
Maintains HP 3000 mainframe computer for tax application.
Sets Policy for Network Access.
Responsible for creation, updating, and enforcement of County's Technology Policy.
Maintains working relationship with application and hardware vendors.
Attends vendor sponsored events to maintain awareness of products.
Attends meetings and collaborates with other county IT professionals.
Serves as backup to other staff and cross trains as necessary.

Justify Need for Each Position in Detail (use additional pages if necessary):

Two employees are necessary to ensure 99% uptime of network. Having two employees ensures continuity of services.

**Budget Sheet #3A** **DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015 Department Information Technology

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# ACTIVITY JUSTIFICATION

| Activity: | Number of Employees: | # of Full-Time: **3** | Annual Cost: |
|---|---|---|---|
| **Helpdesk** | **0.43** | # of Part-time: **1** | **$19,700** |
| Mandated by GS - NCGS # | County Cost: **$19,700** | Federal/State Cost: **$0** | |

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Melinda Lewis - Technical and Administrative Assistant - 29%
Receives works requests, records them and assigns to appropriate staff.
Responds to users with telephone calls and schedules specific work to be completed.
Cross trains in other positions in department and serves as backup to other staff.
Performs related duties as required.

Parris Whitley - Desktop Specialist - 10%
Resolves work requests relating to desktop applications, user error or lack of knowledge, software upgrades and new installations, local printer issues, and reviews all other work requests.
Resets user passwords and unlocks user accounts for Voice Mail System.
Tracks all work requests.
Cross trains in other positions in department and serves as backup to other staff.
Performs related duties as required.

Phyllis Presley - Network Administrator - 5%
Resolves work requests relating to Email, VoIP Telephone System, Voicemail System, other network issues and network printers.
Assists Parris as necessary.
Reviews work requests made by Department Directors and resolves or refers to IT Director.
Cross trains in other positions in department and serves as backup to other staff.

Neal Smith - IT Director - 3%
Supervises all helpdesk activities.
Evaluates all unresolved work requests and finds resolutions.
Assists Department Directors with requests for technology strategies.
Enforces Technology Policy as work requests prove it necessary.

Justify Need for Each Position in Detail (use additional pages if necessary):

This office began using the helpdesk process in January 2008.

FY 08-09 - 1,114
FY 09-10 – 1,658
FY 10-11 – 1,716
FY 11-12 – 2,205
FY 12-13 – 2,435
FY 13-14 - 1,241 (7 months)

**Information Technology Services**

# Summary of Operational Expenses for Zero-Based Budgeting Analysis

FY 2014 – 2015

1. Desktop & Application Support
2. Administration
3. Network (Back-end Services)
4. HelpDesk

Budget Sheet #4A

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2014 - 2015


Department: **Information Technology Services - Desktop & Application Support**

| | | | Requested | | Recommended | |
|---|---|---|---|---|---|---|
| **Account No.** | **Item** | **Remarks** | **Local Cost** | **Non-Local Cost** | **Local Cost** | **Non-Local Cost** |
| 51320 520080 | WORKMENS COMPENSATION | **25% - Personnel Costs** | **212.5** | | | |
| 51320 530120 | POSTAGE | | | | | |
| 51320 530300 | VEHICLE TIRES | **40% - trips to agencies** | **80** | | | |
| 51320 530310 | VEHICLE GAS & OIL | **50% - trips to agencies** | **400** | | | |
| 51320 530320 | OFFICE SUPPLIES | | | | | |
| 51320 530330 | DEPARTMENT SUPPLIES | | | | | |
| 51320 540100 | EDUCATION & TRAINING | | | | | |
| 51320 540110 | TELEPHONE | **40% - Deskset, Cell Phones and Aircards** | **1700** | | | |
| 51320 540140 | TRAVEL | **70% - For On-Call Support** | **140** | | | |
| 51320 540210 | BUILDING & EQUIPMENT RENTAL | | | | | |
| 51320 540450 | PURCHASED SERVICES | **35% - See Item #1 below** | **18111** | | | |
| 51320 541540 | COMPUTER SERVICES | | | | | |
| 51320 550160 | EQUIPMENT MAINTENANCE | **28% - See Item #2 below** | **12545** | | | |
| 51320 551190 | SYSTEM MAINTENANCE | **50% - See Item #3 below** | **74550** | | | |
| 51320 560530 | DUES & SUBSCRIPTIONS | | | | | |
| 51320 580600 | EQUIPMENT & FURNITURE | **100% - Unexpected system printer and presentation laptop replacement** | **9500** | | | |
| 51320 580610 | COMPUTER SOFTWARE | **100% - Encryption software and Laptop Recovery Software** | **4500** | | | |
| 51320 580620 | COMPUTER HARDWARE | | | | | |
| | | | | | | |
| **Totals** | | | **121738.5** | | | |

**Item #1** - On site printer repair services, Online technical solutions library and resources
**Item #2** - NetOp Remote Software, Persystence Imaging Software Support, Faronic Deep Freeze Software Support
**Item #3** - Microsoft Enterprise Agreement Software Assurance, Laserfiche Software Support, Altiris PC Image, Prox Card Maintenance and Support

Budget Sheet #4A

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2014 - 2015


Department: **Information Technology Services - Administration**

| | | | Requested | | Recommended | |
|---|---|---|---|---|---|---|
| **Account No.** | **Item** | **Remarks** | **Local Cost** | **Non-Local Cost** | **Local Cost** | **Non-Local Cost** |
| 51320 520080 | WORKMENS COMPENSATION | **12.5% - Personnel Costs** | **212.5** | | | |
| 51320 530120 | POSTAGE | **100% - postage for returns** | **100** | | | |
| 51320 530300 | VEHICLE TIRES | **30% - trips to meetings and onsite projects** | **60** | | | |
| 51320 530310 | VEHICLE GAS & OIL | **30% - trips to meetings and onsite projects** | **240** | | | |
| 51320 530320 | OFFICE SUPPLIES | **100% - paper, paperclips, folders, staples, etc** | **250** | | | |
| 51320 530330 | DEPARTMENT SUPPLIES | **100% - ups, batteries, cables, toner, etc** | **10000** | | | |
| 51320 540100 | EDUCATION & TRAINING | **NCLGISA Training Symposiums** | **2000** | | | |
| 51320 540110 | TELEPHONE | **30% - Deskset, Cell Phones and Aircards** | **1275** | | | |
| 51320 540140 | TRAVEL | **70% - For Admin Support** | **30** | | | |
| 51320 540210 | BUILDING & EQUIPMENT RENTAL | | | | | |
| 51320 540450 | PURCHASED SERVICES | | | | | |
| 51320 541540 | COMPUTER SERVICES | | | | | |
| 51320 550160 | EQUIPMENT MAINTENANCE | | | | | |
| 51320 551190 | SYSTEM MAINTENANCE | | | | | |
| 51320 560530 | DUES & SUBSCRIPTIONS | **100% Dues for association, subscriptions to technical magazines** | **250** | | | |
| 51320 580600 | EQUIPMENT & FURNITURE | | | | | |
| 51320 580610 | COMPUTER SOFTWARE | | | | | |
| 51320 580620 | COMPUTER HARDWARE | | | | | |
| | | | | | | |
| **Totals** | | | **14417.5** | | | |

Budget Sheet #4A

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2014 - 2015


Department: **Information Technology Services - Backend Services**

| | | | Requested | | Recommended | |
|---|---|---|---|---|---|---|
| Account No. | Item | Remarks | Local Cost | Non-Local Cost | Local Cost | Non-Local Cost |
| 51320 520080 | WORKMENS COMPENSATION | **12.5% - Personnel Costs** | **212.5** | | | |
| 51320 530120 | POSTAGE | | | | | |
| 51320 530300 | VEHICLE TIRES | | | | | |
| 51320 530310 | VEHICLE GAS & OIL | | | | | |
| 51320 530320 | OFFICE SUPPLIES | | | | | |
| 51320 530330 | DEPARTMENT SUPPLIES | | | | | |
| 51320 540100 | EDUCATION & TRAINING | | | | | |
| 51320 540110 | TELEPHONE | **5% - Deskset, Cell Phones and Aircards** | **425** | | | |
| 51320 540140 | TRAVEL | **12% - For On-Call Support** | **30** | | | |
| 51320 540210 | BUILDING & EQUIPMENT RENTAL | | | | | |
| 51320 540450 | PURCHASED SERVICES | **65% - See Item #1 below** | **33634** | | | |
| 51320 541540 | COMPUTER SERVICES | | | | | |
| 51320 550160 | EQUIPMENT MAINTENANCE | **72% - See Item #2 below** | **32258.00** | | | |
| 51320 551190 | SYSTEM MAINTENANCE | **48% - See Item #3 below** | **71568** | | | |
| 51320 560530 | DUES & SUBSCRIPTIONS | | | | | |
| 51320 580600 | EQUIPMENT & FURNITURE | | | | | |
| 51320 580610 | COMPUTER SOFTWARE | | | | | |
| 51320 580620 | COMPUTER HARDWARE | **100% - 4 replacement servers, 2 switch upgrades and SAN End-of-Life Upgrades** | **129000** | | | |
| | | | | | | |
| **Totals** | | | **267127.5** | | | |

**Item #1** - Carolina Computer Retainer, GoToMyPC Remote, Email Domain Hosting, Annual Support for Blackboard Connect and Web Site Support
**Item #2** - Barracuda Spam and Email Filters, Fluke Network Monitoring Devices, Packeteer Packet Shaper, Active Directory Services, Firewall Management, Sharp Copier/Printer/Fax, SpectorSoft Desktop Monitoring , Fire Department VPNs and support for NeverFail.
**Item #3** - Unitrends Backup, Trend Antivirus, SAN Maintenance, Mitel Phone Controller Support, UPS Regular Monitoring and Reporting, Bradford Campus, RPM Mainframe Printing, Fuel Master, Vision Fire RMS

Budget Sheet #4A

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DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

Department: **Information Technology Services - Help Desk**

| | | | Requested | | Recommended | |
|---|---|---|---|---|---|---|
| Account No. | Item | Remarks | Local Cost | Non-Local Cost | Local Cost | Non-Local Cost |
| 51320 520080 | WORKMENS COMPENSATION | **12.5% - Personnel Costs** | 212.5 | | | |
| 51320 530120 | POSTAGE | | | | | |
| 51320 530300 | VEHICLE TIRES | | | | | |
| 51320 530310 | VEHICLE GAS & OIL | | | | | |
| 51320 530320 | OFFICE SUPPLIES | | | | | |
| 51320 530330 | DEPARTMENT SUPPLIES | | | | | |
| 51320 540100 | EDUCATION & TRAINING | | | | | |
| 51320 540110 | TELEPHONE | **20% HelpDesk Support** | 850 | | | |
| 51320 540140 | TRAVEL | | | | | |
| 51320 540210 | BUILDING & EQUIPMENT RENTAL | | | | | |
| 51320 540450 | PURCHASED SERVICES | | | | | |
| 51320 541540 | COMPUTER SERVICES | | | | | |
| 51320 550160 | EQUIPMENT MAINTENANCE | | | | | |
| 51320 551190 | SYSTEM MAINTENANCE | **2% - HelpDesk Support and Maintenance** | 2982 | | | |
| 51320 560530 | DUES & SUBSCRIPTIONS | | | | | |
| 51320 580600 | EQUIPMENT & FURNITURE | | | | | |
| 51320 580610 | COMPUTER SOFTWARE | | | | | |
| 51320 580620 | COMPUTER HARDWARE | | | | | |
| | | | | | | |
| **Totals** | | | 4044.5 | | | |

Budget Sheet #4

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 - 2015

ANNUAL BUDGET ESTIMATE – SUMMARY CAPITAL OUTLAY REQUEST



Department - Information Technology Services – 51320

| Item | Remarks | Account No. | Requested | | Recommended | |
|---|---|---|---|---|---|---|
| | | | Quantity | Cost | Quantity | Cost |
| **Furniture & Equipment** | | | | | | |
| Printer & Laptop Replacement | Unexpected Printer or Laptop Replacement | 580600 | 1 | $ 9,500 | | |
| | | | | | | |
| | | | | | | |
| | Subtotal | | | **$ 9,500** | | |
| | | | | | | |
| **Software** | | | | | | |
| Upgrades | | 580610 | 1 | $ 4,500 | | |
| | | | | | | |
| | | | | | | |
| | Subtotal | | | **$ 4,500** | | |
| | | | | | | |
| **Hardware** | | | | | | |
| Server Life-Cycle Management | 5 Year Capital Improvement Plan | 580620 | 4 | $ 24,000 | | |
| Network Upgrades & Replacements | 5 Year Capital Improvement Plan | 580620 | 3 | $ 10,000 | | |
| Replace SAN End-of-Life Equipment | End-of-Life Replacement | 580620 | 1 | $ 85,000 | | |
| Scheduled PC Replacement | Scheduled Rotation | 580620 | 4 | $ 10,000 | | |
| | | | | | | |
| | | | | | | |
| | Subtotal | | | **$ 129,000** | | |
| | | | | | | |
| | **Total** | | | **$ 143,000** | | |

**Budget Sheet #5** **DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015 Department Information Technology Services -51320

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# CAPITAL OUTLAY DETAIL

Name of Project or Equipment:

Printer & Laptop Replacement

Description:

Line item to replace printers and presentation laptops which fail unexpectedly.

Justification:

Most departments will budget for new printers when staff is added, but do not adequately plan for the possible replacement of older printers. The consequence is using budget money which was not originally intended for this purpose at the expense of a planned and budgeted purchase.

Additionally, several departments have laptops used primarily for presentations and which are not part of the Scheduled PC & Laptop Replacement Cycle. These laptops normally last longer and are replaced when they are no longer useful.

Estimated Cost:

$9,500

The county currently uses twelve (12) different types of printers at a total replacement cost of $79,451. Based on the age and type of printers, approximately 10% of the total is requested, $8,000

There are 8 laptops used for presentations of varying ages. Replacing 1 would cost $1,500.

Estimated Annual Operation/Maintenance Cost:

This would be an annual item at approximately 10% of total replacement, $9,500.

**Budget Sheet #5**

**DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015

Department Information Technology Services - 51320



Division

# CAPITAL OUTLAY DETAIL

Name of Project or Equipment:

Server Life-Cycle Management Program

Description:

Similar to Scheduled PC Replacement Program

Rotate 20% of servers on a 5 year replacement cycle

Justification:

5 Year Capital Improvement Plan

Maintain reliable servers by replacing aging ones with newer operating systems and enhanced security features.

Estimated Cost:

4 x $6,000 = $24,000

Estimated Annual Operation/Maintenance Cost:

None, included in purchase price.

**Budget Sheet #5**

**DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015

Department Information Technology Services - 51320



Division

# CAPITAL OUTLAY DETAIL

Name of Project or Equipment:

Network Upgrades & Replacements

Description:

5 Year Capital Improvement Plan

Justification:

Replace or upgrade aging network equipment.

Need to replace 3 switches and 2 spares.

Estimated Cost:

$2000 x 5 = $10,000

Estimated Annual Operation/Maintenance Cost:

None

**Budget Sheet #5**

**DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015

Department Information Technology Services - 51320



Division

# CAPITAL OUTLAY DETAIL

Name of Project or Equipment:

SAN Project

Description:

Replace End-of-Life Equipment

Justification:

Equipment has reached the end of its useful life according to Manufacturer's Specifications.

This equipment no longer is supported for Maintenance.

Estimated Cost:

$ 85,000

Estimated Annual Operation/Maintenance Cost:

None

**Budget Sheet #5**

**DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015

Department Information Technology Services - 51320

Page 5 of 5

Division

# CAPITAL OUTLAY DETAIL

Name of Project or Equipment:

Scheduled PC Replacement Plan

Description:

Replace End-of-Life Equipment

Justification:

Equipment has reached the end of its useful life according to Manufacturer's Specifications.

This equipment no longer is supported for Maintenance.

Estimated Cost:

4 PCs X $1250 = $10,000

Estimated Annual Operation/Maintenance Cost:

None, 5 years of support included in purchase price.

Budget Sheet #4

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 - 2015

ANNUAL BUDGET ESTIMATE – SUMMARY CAPITAL OUTLAY REQUEST



Department - PEG Channel Operations – 51323

| Item | Remarks | Account No. | Requested | | Recommended | |
|---|---|---|---|---|---|---|
| | | | Quantity | Cost | Quantity | Cost |
| **Furniture & Equipment** | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Subtotal | | | **$ 0** | | |
| | | | | | | |
| **Software** | | | | | | |
| Upgrades | | 580610 | 1 | $ 4,000 | | |
| | | | | | | |
| | | | | | | |
| | Subtotal | | | **$ 4,000** | | |
| | | | | | | |
| **Hardware** | | | | | | |
| Replace Broadcast Server | Equipment is End-of-Life | 580620 | 1 | $ 4,000 | | |
| Department level Camera System | Install Record & Broadcast at Senior Services | 580620 | 1 | $ 10,000 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Subtotal | | | **$ 14,000** | | |
| | | | | | | |
| | **Total** | | | **$ 18,000** | | |

**Budget Sheet #5**

**DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015

Department Information Technology Services - 51323

Page 1 of 1

Division

# CAPITAL OUTLAY DETAIL

Name of Project or Equipment:

Small Record & Broadcast Package

Description:

3 Camera Recording & Broadcast System

Justification:

Increase number of clients viewing scheduled events at the Senior Center.

Estimated Cost:

Cameras, Recording & Broadcast System = $10,000

Estimated Annual Operation/Maintenance Cost:

None

**Budget Sheet #6** **DAVIE COUNTY, NORTH CAROLINA**

F.Y. 2014 - 2015 Department - Information Technology Services - 51320



# CONFERENCE & TRAINING DETAIL

| No. Attending: | Purpose, Estimated date & Location: | Mode of Travel: | Estimated Cost: | Estimated Cost: Travel | Fees | Lodge | Total |
|---|---|---|---|---|---|---|---|
| 2 | a. NC Local Govmt Information Systems Association NCLGISA Training Symposium - Fall 2014 (3 days) | County Van | $ 1100 | --- | $300 | $800 | $ 1100 |
| 2 | - Spring 2015 (3 days) | County Van | $ 1100 | --- | $300 | $800 | $ 1100 |
| | | | **$ 2,200** | **---** | **$ 600** | **$ 1600** | **$ 2,200** |

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

| | | | PRIOR YR ACT JUNE 2013 | CURR ACTUAL 2013-2014 | REVISED BUDGET 2013-2014 | REQUESTED 2014-2015 | MANAGER 2014-2015 | BOARD 2014-2015 |
|---|---|---|---|---|---|---|---|---|
| **INFORMATION TECHNOLOGY** | | | | | | | | |
| 41320 | 430048 | CONTRIBUTION TOWN OF MOCKSVILL | (20,000.00) | - | (20,000.00) | (20,000.00) | | |
| 41320 | 430186 | PEG CHANNEL REVENUE | - | - | - | | | |
| **TOTAL INFORMATION TECHNOLOGY** | | | **(20,000.00)** | **-** | **(20,000.00)** | **(20,000.00)** | | |
| **DAVIENET** | | | | | | | | |
| 41321 | 430044 | REIMBURSE DAVIE COUNTY SCHOOLS | - | - | - | | | |
| 41321 | 430048 | CONTRIBUTION TOWN OF MOCKSVILL | (2,400.00) | - | (2,400.00) | (2,400.00) | | |
| 41321 | 430123 | REIMBURSEMENT-DAVIDSON COMM CL | - | - | - | | | |
| **TOTAL DAVIENET** | | | **(2,400.00)** | **-** | **(2,400.00)** | **(2,400.00)** | | |
| **E-COMMUNITIES** | | | | | | | | |
| 41322 | 430135 | E-COMMUNITIES GRANT | - | - | - | | | |
| **TOTAL E-COMMUNITIES** | | | **-** | **-** | **-** | **-** | | |
| **PEG CHANNEL** | | | | | | | | |
| 41323 | 430186 | PEG CHANNEL REVENUE | (31,836.18) | (7,836.99) | (32,520.00) | (32,520.00) | | |
| **TOTAL PEG CHANNEL** | | | **(31,836.18)** | **(7,836.99)** | **(32,520.00)** | **(32,520.00)** | | |

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

| | | | PRIOR YR ACT JUNE 2013 | CURR ACTUAL 2013-2014 | REVISED BUDGET 2013-2014 | REQUESTED 2014-2015 | MANAGER 2014-2015 | BOARD 2014-2015 |
|---|---|---|---|---|---|---|---|---|
| **INFORMATION TECHNOLOGY** | | | | | | | | |
| 51320 | 510010 | SALARIES AND WAGES | 163.217.69 | 62.541.25 | 154.027.00 | 155.788.00 | | |
| 51320 | 510020 | PART-TIME SALARIES | - | 1.686.00 | 12.060.00 | 12.605.00 | | |
| 51320 | 510040 | LONGEVITY | 1.370.00 | 1.320.00 | 1.320.00 | 1.500.00 | | |
| 51320 | 520050 | FICA | 12.343.75 | 4.851.58 | 12.631.00 | 12.882.00 | | |
| 51320 | 520060 | GROUP HOSPITAL INSURANCE | 24.154.11 | 9.874.62 | 24.196.00 | 25.200.00 | | |
| 51320 | 520070 | RETIREMENT | 11.093.17 | 4.634.21 | 11.673.00 | 11.905.00 | | |
| 51320 | 520080 | WORKMENS COMPENSATION | 627.68 | - | 569.00 | - | | |
| 51320 | 520100 | ECS UNEMPLOYMENT INSURANCE | - | - | - | - | | |
| 51320 | 520110 | GROUP LIFE INSURANCE | 136.00 | 51.00 | - | - | | |
| 51320 | 520120 | 401K-EMPLOYER SUPPLEMENT | 5.729.41 | 1.876.25 | 4.554.00 | 4.518.00 | | |
| 51320 | 520130 | YMCA MEMBERSHIP | - | - | - | - | | |
| 51320 | 520250 | EMPLOYEE MEDICAL EXPENSE | - | - | - | - | | |
| 51320 | 520260 | EMPLOYEE EDUCATION REIMBURSEME | - | - | - | - | | |
| 51320 | 530120 | POSTAGE | 108.65 | 56.09 | 100.00 | 100.00 | | |
| 51320 | 530250 | PRINTING & BINDING | - | - | - | - | | |
| 51320 | 530300 | VEHICLE TIRES | - | - | 200.00 | 200.00 | | |
| 51320 | 530310 | VEHICLE GAS & OIL | 455.59 | 40.18 | 800.00 | 800.00 | | |
| 51320 | 530320 | OFFICE SUPPLIES | 363.68 | 78.52 | 250.00 | 250.00 | | |
| 51320 | 530330 | DEPARTMENT SUPPLIES | 9.830.37 | 2.207.25 | 10.000.00 | 10.000.00 | | |
| 51320 | 540100 | EDUCATION & TRAINING | 144.00 | 442.31 | 1.000.00 | 2.000.00 | | |
| 51320 | 540110 | TELEPHONE | 3.575.33 | 2.772.33 | 4.000.00 | 4.250.00 | | |
| 51320 | 540130 | UTILITIES | - | - | - | - | | |
| 51320 | 540140 | TRAVEL | 629.11 | - | 200.00 | 200.00 | | |
| 51320 | 540210 | BUILDING & EQUIPMENT RENTAL | 1.320.00 | - | - | - | | |
| 51320 | 540450 | PURCHASED SERVICES | 49.877.06 | 30.986.63 | 49.280.00 | 51.745.00 | | |
| 51320 | 541540 | COMPUTER SERVICES | - | - | - | - | | |
| 51320 | 541550 | CONSULTANTS | - | - | - | - | | |
| 51320 | 550160 | EQUIPMENT MAINTENANCE | 40.401.18 | 6.356.00 | 42.670.00 | 44.803.00 | | |
| 51320 | 551190 | SYSTEM MAINTENANCE | 131.998.54 | 96.473.25 | 139.125.00 | 146.100.00 | | |
| 51320 | 560120 | SPECIAL EVENTS | - | - | - | - | | |
| 51320 | 560260 | ADVERTISING | - | - | - | - | | |
| 51320 | 560530 | DUES & SUBSCRIPTIONS | - | - | 250.00 | 250.00 | | |
| 51320 | 560540 | INSURANCE & BONDS | - | - | - | - | | |
| 51320 | 560570 | MISCELLANEOUS | - | - | - | - | | |
| 51320 | 560600 | BUILDING INSURANCE | - | - | - | - | | |
| 51320 | 580600 | EQUIPMENT & FURNITURE | 9.228.48 | - | 9.500.00 | 9.500.00 | | |
| 51320 | 580610 | COMPUTER SOFTWARE | 1.890.00 | - | 4.000.00 | 4.500.00 | | |
| 51320 | 580620 | COMPUTER HARDWARE | 125.048.43 | 2.243.50 | 64.243.50 | 129.000.00 | | |
| **TOTAL INFORMATION TECHNOLOGY** | | | **593,542.23** | **228,490.97** | **546,648.50** | 628,096.00 | | |

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

| | | | PRIOR YR ACT JUNE 2013 | CURR ACTUAL 2013-2014 | REVISED BUDGET 2013-2014 | REQUESTED 2014-2015 | MANAGER 2014-2015 | BOARD 2014-2015 |
|---|---|---|---|---|---|---|---|---|
| **DAVIENET** | | | | | | | | |
| 51321 | 510010 | SALARIES AND WAGES | - | - | - | | | |
| 51321 | 510020 | PART-TIME SALARIES | - | - | - | | | |
| 51321 | 510040 | LONGEVITY | - | - | - | | | |
| 51321 | 520050 | FICA | - | - | - | | | |
| 51321 | 520060 | GROUP HOSPITAL INSURANCE | - | - | - | | | |
| 51321 | 520070 | RETIREMENT | - | - | - | | | |
| 51321 | 520080 | WORKMENS COMPENSATION | - | - | - | | | |
| 51321 | 520100 | ECS UNEMPLOYMENT INSURANCE | - | - | - | | | |
| 51321 | 520110 | GROUP LIFE INSURANCE | - | - | - | | | |
| 51321 | 520120 | 401K-EMPLOYER SUPPLEMENT | - | - | - | | | |
| 51321 | 520130 | YMCA MEMBERSHIP | - | - | - | | | |
| 51321 | 520250 | EMPLOYEE MEDICAL EXPENSE | - | - | - | | | |
| 51321 | 520260 | EMPLOYEE EDUCATION REIMBURSEME | - | - | - | | | |
| 51321 | 530120 | POSTAGE | - | - | - | | | |
| 51321 | 530250 | PRINTING & BINDING | - | - | - | | | |
| 51321 | 530300 | VEHICLE TIRES | - | - | - | | | |
| 51321 | 530310 | VEHICLE GAS & OIL | - | - | - | | | |
| 51321 | 530320 | OFFICE SUPPLIES | - | - | - | | | |
| 51321 | 530330 | DEPARTMENT SUPPLIES | - | - | - | | | |
| 51321 | 540100 | EDUCATION & TRAINING | - | - | - | | | |
| 51321 | 540110 | TELEPHONE | 44,844.95 | 11,026.41 | 59,284.00 | 62,248.20 | | |
| 51321 | 540130 | UTILITIES | 335.76 | - | - | | | |
| 51321 | 540140 | TRAVEL | - | - | - | | | |
| 51321 | 540210 | BUILDING & EQUIPMENT RENTAL | - | - | - | | | |
| 51321 | 540450 | PURCHASED SERVICES | - | - | 7,200.00 | 7,200.00 | | |
| 51321 | 541540 | COMPUTER SERVICES | - | - | - | | | |
| 51321 | 541550 | CONSULTANTS | - | - | - | | | |
| 51321 | 550160 | EQUIPMENT MAINTENANCE | - | - | - | | | |
| 51321 | 551190 | SYSTEM MAINTENANCE | - | - | - | | | |
| 51321 | 560120 | SPECIAL EVENTS | - | - | - | | | |
| 51321 | 560260 | ADVERTISING | - | - | - | | | |
| 51321 | 560530 | DUES & SUBSCRIPTIONS | - | - | - | | | |
| 51321 | 560540 | INSURANCE & BONDS | - | - | - | | | |
| 51321 | 560570 | MISCELLANEOUS | - | - | - | | | |
| 51321 | 560600 | BUILDING INSURANCE | - | - | - | | | |
| 51321 | 580600 | EQUIPMENT & FURNITURE | - | - | - | | | |
| 51321 | 580610 | COMPUTER SOFTWARE | - | - | - | | | |
| 51321 | 580620 | COMPUTER HARDWARE | - | - | - | | | |
| **TOTAL DAVIENET** | | | **45,180.71** | **11,026.41** | **66,484.00** | **69,448.20** | | |

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

| | | | PRIOR YR ACT JUNE 2013 | CURR ACTUAL 2013-2014 | REVISED BUDGET 2013-2014 | REQUESTED 2014-2015 | MANAGER 2014-2015 | BOARD 2014-2015 |
|---|---|---|---|---|---|---|---|---|
| **E-COMMUNITIES** | | | | | | | | |
| 51322 | 530120 | POSTAGE | - | - | - | | | |
| 51322 | 530250 | PRINTING & BINDING | - | - | - | | | |
| 51322 | 530320 | OFFICE SUPPLIES | - | - | - | | | |
| 51322 | 530330 | DEPARTMENT SUPPLIES | - | - | - | | | |
| 51322 | 530380 | SPECIAL PROGRAM SUPPLIES | - | - | - | | | |
| 51322 | 540140 | TRAVEL | - | - | - | | | |
| 51322 | 540210 | BUILDING & EQUIPMENT RENTAL | - | - | - | | | |
| 51322 | 541550 | CONSULTANTS | - | - | - | | | |
| 51322 | 580620 | COMPUTER HARDWARE | - | - | - | | | |
| **TOTAL E-COMMUNITIES** | | | **-** | **-** | **-** | **-** | | |

**COUNTY OF DAVIE**
**BUDGET 2014-2015 FISCAL YEAR**

| | | | PRIOR YR ACT JUNE 2013 | CURR ACTUAL 2013-2014 | REVISED BUDGET 2013-2014 | REQUESTED 2014-2015 | MANAGER 2014-2015 | BOARD 2014-2015 |
|---|---|---|---|---|---|---|---|---|
| **PEG CHANNEL** | | | | | | | | |
| 51323 | 530320 | OFFICE SUPPLIES | 260.00 | - | 260.00 | 260.00 | | |
| 51323 | 540100 | EDUCATION & TRAINING | 270.00 | 85.00 | 1,000.00 | 1,000.00 | | |
| 51323 | 540140 | TRAVEL | 161.66 | - | 400.00 | 400.00 | | |
| 51323 | 540450 | PURCHASED SERVICES | - | - | 12,860.00 | 12,860.00 | | |
| 51323 | 580610 | COMPUTER SOFTWARE | - | - | 6,000.00 | 6,000.00 | | |
| 51323 | 580620 | COMPUTER HARDWARE | 10,644.50 | - | 12,000.00 | 12,000.00 | | |
| **TOTAL PEG CHANNEL** | | | **11,336.16** | **85.00** | **32,520.00** | **32,520.00** | | |

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

| Org | Emp # | Last Name | First | Job Desc | Service Date | Yrs Srvc Jul 14 - Jun 15 | Grade | Hourly | Annual | Request |
|---|---|---|---|---|---|---|---|---|---|---|
| 51320 | 1050 | LEWIS | MELINDA | P/T TECHNICAL & ADMIN ASST | | | | 12.12 | | 12,605.00 |
| 51320 | 18 | PRESLEY | PHYLLIS | NETWORK ADMINISTRATOR | 03/08/1999 | 16 | 69 | | 47,550.00 | 49,928.00 |
| 51320 | 13 | SMITH | NEAL | INFORMATION SYSTEMS DIRECTOR | 02/01/1993 | 22 | 75 | | 65,037.00 | 65,037.00 |
| 51320 | 799 | WHITLEY | BEVERLY | TECHNICIAN I | 01/02/2008 | 7 | 64 | | 35,623.00 | 35,623.00 |
| | | | | On-Call | | | | | | 5,200.00 |

| | |
|---|---|
| TOTAL FULL TIME | 155,788.00 |
| TOTAL PART TIME | 12,605.00 |
| TOTAL | 168,393.00 |
| LONGEVITY | 1,500.00 |
| FICA | 12,882.00 |
| HOSPITAL | 25,200.00 |
| RETIREMENT | 11,905.00 |
| 401K | 4,518.00 |
| | 224,398.00 |

TOTAL AUTHORIZED POSITIONS 3 FULL TIME; PART-TIME AS NEEDED.

Note: The change in salary for the Network Administrator is in the current year budget for 15 years of employment.