



# Information Technology 2012 Operating Budget

Presented by:  
Kristin Wilkes  
Manager of Information Technology

# Salaries

		2012	2011	Actual Nov 30
0224	SALARIES			
0224-01	IT Mgr & 5 Info Tech Staff & 1 GIS Tech	554,400	468,900	
0224-01	O/T, Summer Student	20,000	19,500	
		<u>574,400</u>	<u>488,400</u>	448,836

- IT Manager, 5 technicians, 1 GIS tech
  - 2 Client Support Technicians
  - 1 Network Support Technician
  - 1 Network Systems Analyst
  - 1 Programmer Analyst
  - 1 GIS Analyst (vacant, recruitment begins Q1 2012)
  - Increase from 2011 funds is offset by decrease in GIS Contractor funds, not “new” money
- Overtime
  - Some maintenance must be after hours, shifting of work hours used where possible to minimize OT
- Summer Co-Op Student
  - Provides Helpdesk holiday relief throughout summer months and allows project work to be completed
  - Good corporate “citizenship”

# Equipment Maintenance

0225	EQUIPMENT MAINTENANCE	2012	2011	Actual Nov 30
0225-11	Equipment Depreciation	206,866	220,338	220,338
0225-12	Infrastrucutre Maintenance	28,600	17,515	33,056
0225-14	Mtce - Heatsealer XFRD TO COLLECTIONS		2,190	-
0225-15	Internet Access & Web Hosting	25,100	24,980	19,154
0225-16	Photocopiers	65,000	65,000	59,208
0225-17	Anti-Malware	2,800	2,800	1,752
0225-18	Vehicle #5 - IT Van	5,500	5,500	5,500
		<u>333,866</u>	<u>338,323</u>	<u>339,008</u>

- Equipment depreciation \$206,866  
- Accounting charge; transfer to Equipment Replacement Reserve
- Infrastructure Maintenance \$28,600  
- Maintenance agreements for our phone & network infrastructure; provides upgrades & repair
- Internet Access & Web Hosting \$25,100  
- Shaw Business Internet Feed  
- Web server hosting

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- Photocopier Lease - \$65,000  
- Up for renewal in 2012; still most effective means of printing at less than \$0.01 per page compared to laser printers at \$0.06 per page
- Anti-Malware Protection \$2800  
- Anti-virus and spam filter; protects us from rogue software and viruses as well as email spam
- IT Van \$5500

# Software

		2012	2011	Actual Nov 30
0226	SOFTWARE PACKAGES			
0226-01	Financial Software	36,800	88,100	19,475
0226-02	CLASS / Recreation Software	16,525	16,525	13,815
0226-03	Standalone software packages	19,900	35,650	15,560
0226-04	Advanced CIS Software	36,000	71,300	46,692
0226-05	Tempest Software	20,000	18,000	19,233
0226-06	City View	21,000	20,150	20,134
0226-07	Website Content Mgmt System	6,300		
0227-01	Microsoft Software		31,500	-
0227-02	Microsoft Technet	250	1,300	-
0227-06	Autodesk Products	10,650	10,625	9,149
		167,425	293,150	144,058

- Financial Software \$36,800
  - Great Plains and Worktech upgrades and support
- CLASS / Recreation \$16,525
  - Software licensing, upgrades, and maintenance
  - Moneris pinpad charges
  - Internet registration licenses
- Standalone software packages \$19,900
  - Licensing and maintenance charges for smaller applications typically used in single department or role

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- Advanced CIS \$36,000
  - Electrical utility billing software annual maintenance
- Tempest \$20,000
  - Licensing and maintenance fee
  - City-wide software used for property taxes, business licenses, dog licenses, bylaw tickets, cashiering, call tracking, and MyCity
- CityView \$21,000
  - Licensing and maintenance fee
  - Used by Development Services for building and planning applications, and by Bylaw for case details

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- Website Content Management System \$6300
  - Licensing fee for software used to upload and manage website content
- Microsoft Technet \$250
  - Access to Knowledge Base as well as software trials and downloads
- Autodesk Products \$10,600
  - Autocad license renewals; MapGuide annual maintenance

# Printing & Supplies

0228	Printing & Supplies
0228-02	Printing Supplies
0228-03	Data Supplies
0228-04	Courier Charges

2012	2011	Actual Nov 30
6,100	11,500	2,553
	900	196
	200	17
<hr/> 6,100	<hr/> 12,600	<hr/> 2,766

- Printing Supplies \$6100  
- Toner and ink cartridges
- Data supplies and Courier Charges \$0  
- Eliminated from budget for 2012; absorbed in Capital budget supplies



# Contractor Services

0229	Contractor Services
0229-01	GIS Implementation
0229-02	Website Enhancements
0229-03	Council Meeting Audio/Video
0229-04	Aerial Photos - Annual Allowance

2012	2011	Actual Nov 30
15,000	123,600	1,568
10,700	58,200	58,423
3,000		
6,000	24,000	-
34,700	205,800	59,991

- GIS Services \$15,000
  - Conversion of data from MapGuide to ESRI
- Website Enhancements \$10,700
  - Development of new spring and fall themes
- Council Meeting Audio/Video \$3000
  - 26 meetings covered by 1 A/V Technician
- Aerial Photos \$6000
  - Budgeted each year and carried forward; pictures taken every 5 years in partnership with RDOS

# Telephone Charges

		2012	2011	Actual Nov 30
0213	Telephone Charges			
0213-01	ISDN Line, DID Numbers, LD	90,000	90,000	
0213-01	Recoverable \$63,000	(63,000)	(63,000)	82,001
0213-02	Cell Phones	67,000	60,000	
0213-02	Recoverable \$15,000	(15,000)	(15,000)	32,791
		<u>79,000</u>	<u>72,000</u>	<u>114,792</u>

- Landline ISDN PRIs \$90,000
  - 375+ external numbers served by 23 incoming phone lines and 10 outgoing
  - \$63,000 charged back to departments
- Cell Phones \$67,000
  - 38 Smartphones and 80 cell phones
  - \$15,000 charged back to departments
  - Contract up in 2012 which should result in some savings during re-negotiation

# Summary

Total 2011 IT Operating Budget - \$1.41 million

Total 2012 IT Operating Budget - \$1.195 million

- Overall reduction of \$214,782