
Date: January 19th, 2021
To: Administration & Finance Executive Committee
From: Jeremy Hughes, Information Technology Manager
Subject: 2021 IT Operating Budget

BACKGROUND

The Information Technology (IT) Operating Budget is comprised of annual expenses that are critical to Town of Fort Frances operations, such as:

- Communications services, including: Internet, LAN, telephone, mobility, and web hosting
- Software licensing
- Computer hardware warranties, repairs, and leases
- External support services
- Training
- Cyber insurance

These expenses are also distributed across other appropriate funding sources that do not appear in the IT Operating Budget directly, such as: Water and Sanitary Sewer Works, POA and the Fort Frances Power Corporation.

NOTABLE DIFFERENCES FROM 2020

- 12% increase to Labour
 - Creation of required permanent IT Specialist position
 - Potential for overtime due to system failures
 - Includes standby time resulting from the IT Support Services Agreement with the FFPLTC
- 18% increase to Internet
 - Reallocates Vianet Internet services from Airport
- 100% increase to Communications
 - Reallocates mobile phone services from most departments to IT
 - Reallocates cloud data backup and email filtering services from Software Licensing
 - Includes website and some telephone services which were reallocated to IT in 2020
- 14% increase to Computer Hardware
 - Adds licenses for surveillance cameras
 - Reallocates copier leases from the Sports Centre, Fire Hall, and Museum
- 18% increase to Software Licensing
 - Adds conferencing licensing for Council Chambers
 - Adds server licensing for new servers
 - Adds database licensing for financial software upgrade
 - Adds email licensing for more full-time staff for training purposes

- Reallocates CityWide Permits software module from Building Department
- 5% increase to Fibre Network
 - Adds greater bandwidth to disaster recovery site
- 86% decrease to Conferences & Courses
 - Reduced due to COVID-19 pandemic
- 50% increase to Insurance
 - Increased due to global cyber security conditions

ATTACHMENTS

Attached is a document titled *2021 IT Operating Budget - Summary* (2 pages).

GL Category	GL Number	GL Description	2020 Budget	2021 Budget	Variance	Notes
Labour	10-020-0268-1101-60010	Hourly Full Time	\$120,904.37	\$135,050.44	\$14,146.07	Creation of required permanent IT Specialist position.
	10-020-0268-1101-60013	Overtime	\$0.00	\$749.70	\$749.70	Potential for overtime due to system failures. Includes standby time resulting from the IT Support Services Agreement with the FFPLTC.
	10-020-0268-1101-60020	Hourly Part Time	\$0.00	\$0.00	\$0.00	
	10-020-0268-1101-60025	Employer CPP	\$4,972.17	\$5,506.13	\$533.96	
	10-020-0268-1101-60030	Employer EI	\$1,853.15	\$1,890.23	\$37.08	
	10-020-0268-1101-60035	Employer OMERS	\$8,799.30	\$13,448.68	\$4,649.38	
	10-020-0268-1101-60040	Employer EHT	\$2,357.64	\$2,648.10	\$290.46	
	10-020-0268-1101-60050	Employer Benefits	\$8,689.88	\$7,591.72	-\$1,098.16	
	10-020-0268-1101-60055	Employer WSIB	\$3,808.49	\$3,150.56	-\$657.93	
Labour Total			\$151,385.00	\$170,035.56	\$18,650.56	

GL Category	GL Number	GL Description	2020 Budget	2021 Budget	Variance	Notes
Operating	10-020-0268-1200-71248	Internet	\$3,600.00	\$4,250.00	\$650.00	Reallocates Vianet Internet services from Airport.
	10-020-0268-1200-71251	Communications	\$12,350.00	\$24,750.00	\$12,400.00	Reallocates mobile phone services from most departments to IT. Reallocates cloud data backup and email filtering services from Software Licensing. Includes website and some telephone services which were reallocated to IT in 2020.
	10-020-0268-1200-71260	Memberships	\$500.00	\$250.00	-\$250.00	
	10-020-0268-1400-71410	Office Supplies	\$1,000.00	\$1,000.00	\$0.00	
	10-020-0268-1500-71502	Computer Hardware	\$14,000.00	\$16,000.00	\$2,000.00	Adds licenses for surveillance cameras. Reallocates copier leases from the Sports Centre, Fire Hall, and Museum.
	10-020-0268-1500-71503	Software Licensing	\$85,500.00	\$101,000.00	\$15,500.00	Adds conferencing licensing for Council Chambers. Adds server licensing for new servers. Adds database licensing for financial software upgrade. Adds email licensing for more full time staff for training purposes. Reallocates CityWide Permits software module from Building.
	10-020-0268-1500-71504	Fibre Network	\$19,000.00	\$20,000.00	\$1,000.00	Adds greater bandwidth to disaster recovery site.
	10-020-0268-1500-71505	Training	\$2,500.00	\$2,000.00	-\$500.00	Fibre network refers to private network connections between Town buildings, separate from the Internet.
	10-020-0268-1500-71527	Contracted Services	\$2,500.00	\$1,500.00	-\$1,000.00	Reduced due to reliance on in-house services in 2020.
	10-020-0268-1500-71531	Conferences & Courses	\$3,500.00	\$500.00	-\$3,000.00	Reduced due to COVID-19 pandemic.
	10-020-0268-1500-71580	Insurance	\$9,187.00	\$13,750.00	\$4,563.00	Increased due to global cyber security conditions.
	Operating Total		\$153,637.00	\$185,000.00	\$31,363.00	Refinement in the methods used to itemize licensing have allowed more items to be representatively reallocated to appropriate fund sources, such as: Water and Sanitary Sewer Works, POA, and the Fort Frances Power Corporation.
Grand Total			\$305,022.00	\$355,035.56	\$50,013.56	