

**Date:** January 2<sup>nd</sup>, 2020  
**To:** Administration & Finance Executive Committee  
**From:** Jeremy Hughes, Information Technology Manager  
**Subject:** Draft of the 2020 IT operating budget

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## Purpose

A meeting is scheduled for Monday, January 6<sup>th</sup>, 2020 to review a draft of the Information Technology Department's operating budget for 2020. It is pertinent that each member of the Administration & Finance Executive Committee reviews the enclosed documentation to cultivate a full understanding of how the proposed budget was developed.

## Notable differences from 2019

- 37% decrease in Internet budget
  - Adjusts service to reflect reduced costs of local Shaw services
- 5% decrease in Fibre Network budget
  - Adjusts service to reflect closure of the Daycare and seasonal operation of the Marina
- 10% increase in Labour budget
  - Extends the Junior IT Specialist position to the end of 2020
- 25% increase in Communications budget
  - Properly allocates cellular plans for the IT Manager and Junior IT Specialist
  - Includes upgrade fees and cases for recommended organization-wide device upgrades
- 35% increase in Software Licensing budget
  - Completes migration of email to the cloud, including cloud backup licensing
  - Completes Microsoft Office licensing, which was offside in 2019
  - Increases network operations monitoring licensing to meet IT department growth
  - Adds Adobe Acrobat licensing, which was offside in 2019
  - Adds Windows Enterprise licensing for robust workstation imaging practices
  - Adds 2 Windows Server Standard licenses for out of date physical servers
  - Adds SQL licensing to allow for the isolation of Diamond
  - Adds project management and network diagramming software
  - Adds an auxiliary antivirus suite for testing and verification
  - Adds a redundant email system for incident response
  - Adds cloud backup data hosting services
  - Adds VMware support, which expired in 2019
- 133% increase in Computer Hardware budget
  - Migrates annual firewall warranty and support services from Software Licensing
  - Captures previously unbudgeted cloud management licenses for enterprise Wi-Fi system

- Creation of Contracted Services GL
  - Captures previously unbudgeted ad-hoc support services, including: Telephone (*Teleco*), Website (*Fort Frances Times*), Email (*MicroAge*), Network (*NorWest IT Solutions*)
- Creation of Telephone GL
  - Migrates telephone services from Treasury (GL: 10-020-0265-1200-71251)
- Creation of Website GL
  - Migrates website hosting services from Treasury (GL: 10-020-0262-1200-71251)

## Attachments

Attached is a draft of the 2020 IT Operating Budget Summary (2 pages). This document summarizes the most important variances in budgeted amounts from 2019 to 2020 for all Labour and Operating items. Explanatory notes describe the variances.

Attached is a draft of the 2020 Technology Plan Timeline (1 page). This document identifies four principle areas of IT service:

- |                     |                     |
|---------------------|---------------------|
| • Network Services  | • User Services     |
| • Business Services | • Security Services |

The proposed evolution of these services is detailed over 3 years, from 2020 to 2022.

GL Category	GL Description	GL Number	2019 Budget	2020 Budget	Variance (2019 to 2020)	Notes
Labour	Employer Benefits	10-020-0268-1101-60050	\$7,687	\$8,690	\$1,003	
	Employer CPP	10-020-0268-1101-60025	\$4,320	\$4,972	\$652	
	Employer EHT	10-020-0268-1101-60040	\$2,147	\$2,358	\$211	
	Employer EI	10-020-0268-1101-60030	\$1,670	\$1,853	\$183	
	Employer OMERS	10-020-0268-1101-60035	\$7,854	\$8,799	\$945	
	Employer WSIB	10-020-0268-1101-60055	\$3,468	\$3,808	\$340	
	Hourly Full Time	10-020-0268-1101-60010	\$110,110	\$120,904	\$10,794	
	Hourly Part Time	10-020-0268-1101-60020	\$0	\$0	\$0	
	Overtime	10-020-0268-1101-60013	\$0	\$0	\$0	
Labour Total			\$137,256	\$151,385	\$14,129	Extends the Junior IT Specialist position to the end of 2020

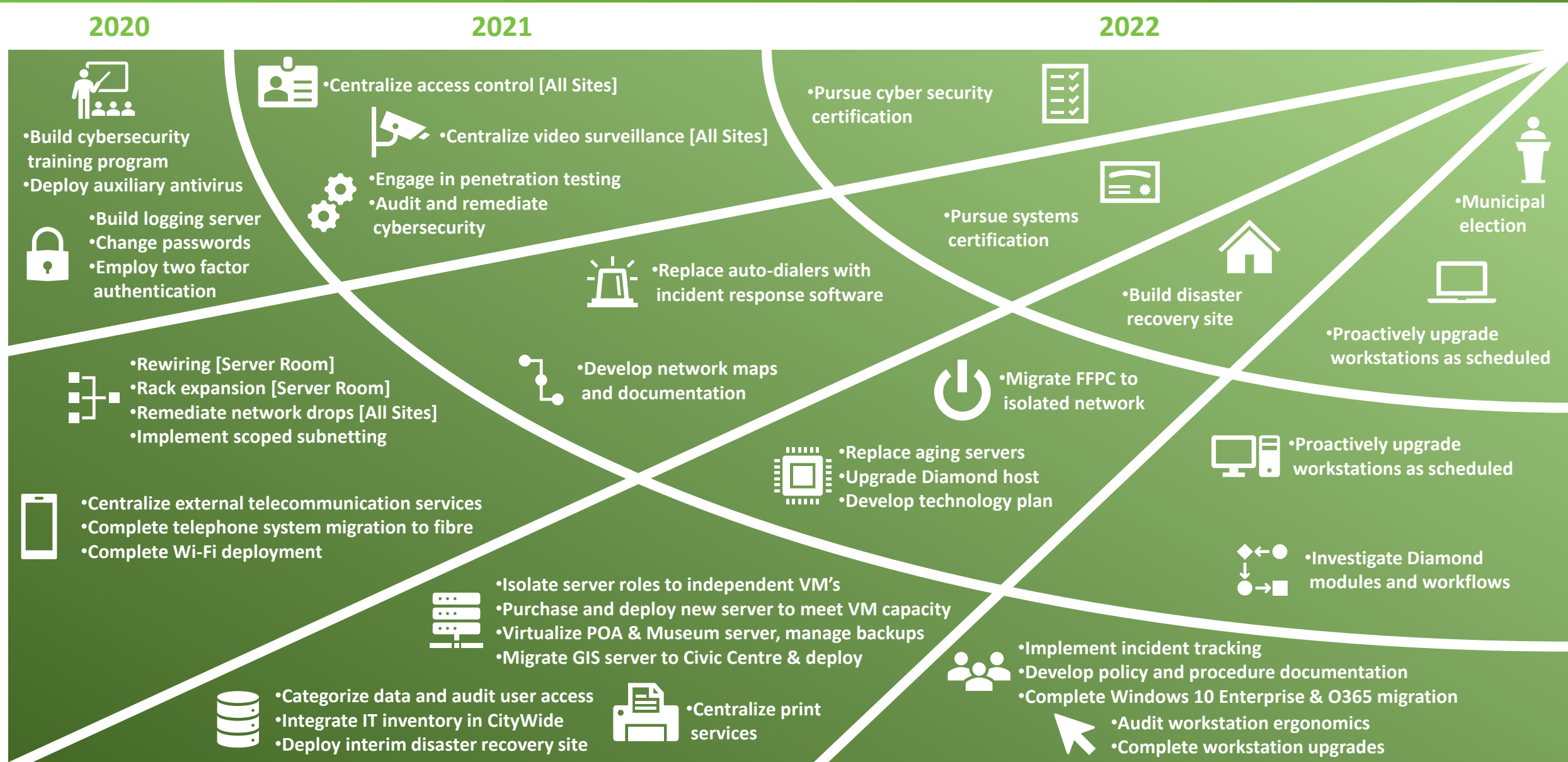
GL Category	GL Description	GL Number	2019 Budget	2020 Budget	Variance (2019 to 2020)	Notes
Operating	Communications	10-020-0268-1200-71251	\$2,000	\$2,500	\$500	Properly allocates cellular plans for the IT Manager and Junior IT Specialist; Includes upgrade fees and cases for recommended organization-wide device upgrades
	Computer Hardware	10-020-0268-1500-71502	\$6,000	\$14,000	\$8,000	Migrates annual firewall warranty and support services from Software Licensing; Captures previously unbudgeted cloud management licenses for enterprise Wi-Fi system
	Conferences & Courses	10-020-0268-1500-71531	\$3,500	\$3,500	\$0	
	Contracted Services	10-020-0268-1500-71527	\$0	\$2,500	\$2,500	Captures previously unbudgeted ad-hoc support services, including: Telephone (Teleco), Website (Fort Frances Times), Email (MicroAge), Network (NorWest IT Solutions)
	Fibre Network	10-020-0268-1500-71504	\$20,000	\$19,000	-\$1,000	Adjusts service to reflect closure of the Daycare and seasonal operation of the Marina
	General Insurance	10-020-0268-1500-71580	\$8,615	\$9,187	\$572	
	Internet	10-020-0268-1200-71248	\$5,700	\$3,600	-\$2,100	Adjusts service to reflect reduced costs of local Shaw services
	Memberships	10-020-0268-1200-71260	\$1,000	\$500	-\$500	Decreased due to unknown requirements
	Office Supplies	10-020-0268-1400-71410	\$1,000	\$1,000	\$0	
	Software Licensing	10-020-0268-1500-71503	\$68,000	\$91,500	\$23,500	Completes migration of email to the cloud, including cloud backup licensing; Completes Microsoft Office licensing, which was offside in 2019; Increases network operations monitoring licensing to meet IT department growth; Adds Adobe Acrobat licensing, which was offside in 2019; Adds Windows Enterprise licensing for robust workstation imaging practices; Adds 2 Windows Server Standard licenses for out of date physical servers; Adds SQL licensing to allow for the isolation of Diamond; Adds project management and network diagramming software; Adds an auxiliary antivirus suite for testing and verification; Adds a redundant email system for incident response; Adds cloud backup data hosting services; Adds VMware support, which expired in 2019
	Subscriptions & Publications	10-020-0268-1200-71261	\$500	\$0	-\$500	Decreased due to unknown requirements
	Telephone	New	\$0	\$8,000	\$8,000	Migrates telephone services from Treasury (GL: 10-020-0265-1200-71251)
	Training	10-020-0268-1500-71505	\$2,500	\$2,500	\$0	
	Website	New	\$0	\$1,850	\$1,850	Migrates website hosting services from Treasury (GL: 10-020-0262-1200-71251)
Operating Total			\$118,815	\$159,637	\$40,822	
Grand Total			\$256,071	\$311,022	\$54,951	

# 2020 Technology Plan Timeline

[Draft: 2020-01-02]

Security Services

Network Services



Business Services

User Services