

Office Automation Internal Service Fund

General Government

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Internal Service Fund	2017-2018 Actual	2018-2019 Adjusted	2019-2020 Requested	2019-2020 Recommended	Increase/ (Decrease)
Expenditures					
Services & Supplies	\$1,756,847	\$2,244,377	\$2,500,880	\$2,500,880	\$256,503
Centrally-Budgeted Expenses	143,547	207,698	108,883	108,883	(98,815)
Total Appropriations	\$1,900,394	\$2,452,075	\$2,609,763	\$2,609,763	\$157,688
Earned Revenues By Source					
Interest/Rents	\$3,467	\$5,000	\$5,000	\$5,000	\$0
MP-TEL-RADIO Revenue	1,903,130	2,353,232	2,604,763	2,604,763	251,531
Total Revenues	\$1,906,597	\$2,358,232	\$2,609,763	\$2,609,763	\$251,531
Revenues Over/(Under) Expenses	(\$6,203)	\$93,843	\$0	\$0	(\$93,843)

- MP-TEL-RADIO revenue includes charges to user departments for Office Automation operating costs.

Purpose

The Office Automation Internal Service Fund (ISF) (#825000000) provides a mechanism to consolidate the distribution and management of desktop and server technology costs, establishes an ongoing funding source to improve fiscal planning, and increases the County's responsiveness to rapid changes in technological opportunities. The program is coordinated through the Information Systems Division (ISD).

Benefits from the ISF to County organizations:

- Fosters and supports consolidated technology purchasing, which leverages the County's buying power and results in discounts for bulk purchases of computer equipment.
- The ISF mechanism allows ISD to help departments plan and configure technology to maximize its value and effectiveness while maintaining Countywide standards.
- ISD performs the administrative functions of placing orders and arranging delivery.
- ISD can advise on necessary hardware and software issues such as virus protection and network connectivity.
- ISD can schedule and coordinate timely system upgrades required for optimum service and remain ahead of the demand for computing resources. Personal Computer (PC) hardware is currently on a four-year replacement cycle.

Major Budget Changes

Services & Supplies

- \$171,382 Increase in finance payments.
- \$85,121 Increase in software licenses.

Centrally-Budgeted Expenses

- (\$116,563) Decrease in data processing charges.
- \$17,757 Cost Allocation Plan adjustment.

Revenues

- \$251,531 Increase in payments from user departments.
- (\$93,843) Decrease in use of fund balance for project costs.

Program Discussion

During 2018-2019, the Office Automation ISF realized the following accomplishments:

- Replaced 585 aging County devices (PCs, servers, printers, and other computing devices).
- Ensured that desktop computers purchased through the ISF were "Gold" level certified by the Electronic Product Environmental Assessment Tool (EPEAT).

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EPEAT evaluates electronic products to determine power consumption and use of environmentally sensitive materials and packaging.

- Increased departmental participation in the PC Replacement Program to 2,985 technology devices.

In 2019-2020, the Office Automation ISF will continue to support departments as they replace obsolete computer equipment. Scheduled for replacement in 2019-2020 are 653 PCs.

During 2019-2020, ISD will continue to encourage departmental participation in the PC Replacement Program.

Through consolidated technology purchasing, the Program will continue to leverage its buying power and realize discounts for bulk purchases.

Office Automation ISF Fund Balance

Program costs in the Office Automation ISF budget are fully reimbursed by user departments for services rendered. As of March 31, 2019, the Office Automation ISF had a fund balance of \$328,967, which serves as the working capital for various programs/operations under the ISF.

Workload Data

	-----Actual-----			Est./Act. 2018-2019	Projected 2019-2020
	2015-2016	2016-2017	2017-2018		
<i>Installation of Replacement Computers</i>	413	444	270	585	653
<i>Installation of New Computers Purchased by Departments</i>	197	88	168	120	0
<i>Purchase of Sheriff Mobile Data Computers</i>	0	140	0	0	0
<i>Purchase of Sheriff Body Worn Cameras</i>	0	40	175	176	0