



Five-Year Information Technology Plan

Introduction

The proposed five-year Information Technology (IT) Plan for Fiscal Years 2023-24 through 2027-28 is the County's compilation of significant IT projects. The projects include both those requesting General Funds from Data Systems Development Projects, Budget Control 038, as well as those proposing funding from non-General Fund sources. Effective FY 2020-21 countywide IT projects are budgeted and accounted for in Countywide IT Projects Non-General Fund, Fund 15I. This document is updated annually to reflect the changing needs and fiscal outlook of the County.

Departments were requested to identify planned IT projects costing more than \$150,000 over the five-year financial planning period. Identification of projects in the IT Plan allows review of each request and assessment of five-year funding requirements. IT projects exceeding \$1,000,000 in a single year and requiring General Funds will continue to be reported in the Strategic Priority section of the SFP.

The IT Plan serves as an assessment tool to assist in the evaluation of funding commitments, as well as potential project overlap. Moreover, the plan provides a roadmap for future IT projects while maintaining long-term financial stability. The assessment is an ongoing process influenced by many changing factors such as service needs, available resources, Board of Supervisors priorities, legal mandates, age and condition of existing IT infrastructure, and considerations for changes in technology and IT data security.

The IT plan is not a budget document, but rather a planning tool to be used in conjunction with the budget development process for FY 2023-24 through FY 2027-28. The reported IT projects (and those subsequently identified) will be evaluated for funding during the FY 2023-24 annual budget development process. Project needs and related costs are reviewed again during the next SFP cycle which will begin in August 2023.

The County has an established IT Governance Policy to ensure alignment of IT strategies and planned expenditures with the County's strategic objectives. Compliant with this policy, all new IT projects costing \$150,000 or more are to be reviewed and approved by the County's IT Investment Review Committee and the IT Executive Council prior to inclusion in the following year's budget requests.



IT Projects General Fund 100-038 and Non-General Fund 15I

As of October 31, 2022, appropriations in Fund 15I total \$19.2 million, funded by \$4 million Net County Cost transferred in from Data Systems Development Projects, Budget Control 038, \$2.0 million state grant funding, and \$13.2 million carryover fund balance. The NCC Limit for Data Systems Development Projects, Budget Control 038, is set at \$4 million for each fiscal year of the five-year plan, which provides potential funding for the IT project requests included in this SFP. The total five-year net IT projects costs summarized in this SFP are \$1.2 million, excluding General Fund Strategic Priorities requested by OCIT Countywide Services and departments.

Information Technology (IT) Project Proposal Summary

C/N IT Project Title	5-Year Cost Funded by Dept	5-Year NCC Request	ANNUAL NCC REQUEST (COST LESS REVENUES OR OTHER SOURCES)				
			FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Program II – Community Services							
<u>120 – OC Public Libraries</u>							
N OC Public Libraries Branch Routers	275,000	0	0	0	0	0	0
Program II Subtotal	275,000	0	0	0	0	0	0
Program V - Capital Improvements							
<u>15I – Countywide IT Projects Non-General Fund</u>							
C Automated Patching Tool	90,000	474,000	474,000	0	0	0	0
C Automated E-Discovery Tool	90,000	474,000	0	474,000	0	0	0
C SharePoint Migration	350,000	75,000	75,000	0	0	0	0
N Human Resource Services Onboarding System	120,000	150,000	150,000	0	0	0	0
Program V Subtotal	650,000	1,173,000	699,000	474,000	0	0	0
Total NCC Request	0	1,173,000	699,000	474,000	0	0	0

Legend: C = Continuing IT Project, N = New IT Project

Notes:

- 1) The above SFP requests do not commit the County to funding. The funding is committed through the annual budget process and the above information is subject to change at that time.
- 2) The NCC Limit for the Data Systems Development Projects, Budget Control 038, is set at \$4 million for each fiscal year of the five-year plan.

Program: **Community Services**
 Budget Control: **120 – OC Public Libraries**

Fund: **120**

IT Project Description:		Unit Number: P120IZ01			PB Req: 25401
OC Public Libraries Branch Routers					
Sources and Uses	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Expense:	0	0	275,000	0	0
Revenue:	0	0	275,000	0	0
Balance:	0	0	0	0	0
Funding Source:	State	Federal	General Fund	Other	Total
	0%	0%	0%	100%	100%
Proposal:					
OC Public Libraries (OCPL) proposes to replace its existing hardware that supports public and private resources including surveillance, internet, Wi-Fi and broadcast systems at each library building. The new hardware will ensure that OCPL devices will continue to receive the most recent firmware and security upgrades mitigating the risk of cybersecurity breaches. The project would be completed in FY 2025-26 with costs funded from Property Tax revenues.					

Total Budget Control: 120 – OC Public Libraries					
Sources and Uses	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Expense:	0	0	275,000	0	0
Revenue:	0	0	275,000	0	0
Balance*:	0	0	0	0	0

*Note: Balance is funded by Net County Cost (NCC) or Fund Balance

Program: Capital Improvements
 Budget Control: 15I – Countywide IT Projects Non-General Fund

Fund: 15I

IT Project Description:		Unit Number: 15IIZ01			PB Req: 25436
Automated Patching Tool					
Sources and Uses	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Expense:	474,000	0	0	90,000	0
Revenue:	0	0	0	90,000	0
Balance:	474,000	0	0	0	0
Funding Source:	State	Federal	General Fund	Other	Total
	0%	0%	84%	16%	100%
Proposal:					
Vulnerability management is a process requiring ongoing remediation of identified risks. OCIT proposes a project to compare commercially available automated patching solutions and implement the most suitable tool based on a set of criteria for identifying vulnerability management and patching. The project could be completed in FY 2024-25 if funding were available. Implementation cost of \$474,000 NCC would be requested in FY 2023-24 and OCIT, Fund 289, would charge \$90,000 annual ongoing costs to users beginning in FY 2026-27.					

IT Project Description:		Unit Number: 15IIZ02			PB Req: 25437
Automated E-Discovery Tool					
Sources and Uses	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Expense:	0	474,000	0	0	90,000
Revenue:	0	0	0	0	90,000
Balance:	0	474,000	0	0	0
Funding Source:	State	Federal	General Fund	Other	Total
	0%	0%	84%	16%	100%
Proposal:					
County departments, including Human Resource Services and County Counsel, have expressed a need for electronic discovery (e-discovery) information. OCIT proposes a solution designed to enhance the accuracy of searches of electronically stored information. The project would be completed in FY 2024-25 if funding were available. Implementation cost of \$474,000 NCC would be requested in FY 2024-25 and OCIT, Fund 289, would charge \$90,000 annual ongoing costs to users beginning in FY 2027-28					

Program: Capital Improvements
 Budget Control: 15I – Countywide IT Projects Non-General Fund

Fund: 15I

IT Project Description:		Unit Number: 15IIZ03			PB Req: 25435
SharePoint Migration					
Sources and Uses	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Expense:	125,000	75,000	75,000	75,000	75,000
Revenue:	50,000	75,000	75,000	75,000	75,000
Balance:	75,000	0	0	0	0
Funding Source:	State	Federal	General Fund	Other	Total
	0%	0%	100%	0%	100%
Proposal:					
<p>OCIT proposes continuing the SharePoint Migration project that would convert existing legacy SharePoint sites to Modern SharePoint, updating the County’s intranet sites to current software and web standards. The project would insure non-interrupted support, immediate access to new features, eliminate server patching and maintenance and increase security of the County’s sites. The project would be completed in FY 2023-24. Remaining implementation costs are estimated at \$75,000 NCC and would be requested in FY 2023-24 and OCIT Fund 289 will charge \$75,000 annual ongoing costs to users beginning FY 2024-25.</p>					

IT Project Description:		Unit Number: 15IIZ04			PB Req: 25434
Human Resource Services Onboarding System					
Sources and Uses	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Expense:	150,000	30,000	30,000	30,000	30,000
Revenue:	0	30,000	30,000	30,000	30,000
Balance:	150,000	0	0	0	0
Funding Source:	State	Federal	General Fund	Other	Total
	0%	0%	100%	0%	100%
Proposal:					
<p>Human Resource Services (HRS) proposes implementing a centralized onboarding system for new hires to increase productivity and efficiency. The new system would replace the current process which is primarily manual, with several repositories and a combination of paper and online forms. This project would add an onboarding module to an existing HRS system, such as Eureka or NEOGOV, providing a consistent, user friendly, efficient and interactive onboarding experience increasing retention, performance and efficiency. The project would be completed in FY 2023-24 if funding were available. Implementation cost of \$150,000 NCC would be requested in FY 2023-24 and HRS, Budget Control 054, would charge \$30,000 annual ongoing costs to users beginning in FY 2024-25.</p>					

Total Budget Control: 15I - Countywide IT Projects Non-General Fund					
Sources and Uses	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Expense:	749,000	579,000	105,000	195,000	195,000
Revenue:	50,000	105,000	105,000	195,000	195,000
Balance*:	699,000	474,000	0	0	0

*Note: Balance is funded by Net County Cost (NCC) or Fund Balance