

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 01 Mayor (Information Technology)	ACTIVITY: 8220 Administrative Services/MIS
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DEPARTMENT/ACTIVITY DESCRIPTION:
 The Management Information Services department maintains the City's computers, network, and other technology under the direction of the Director of Information Technology.

DEPARTMENT/ACTIVITY OBJECTIVES:

- Operate a technology replacement program to continually refresh computers and other technologies.
- Facilitate technology requests from other departments.
- Provide a help desk to log and respond to users' technology issues and/or requests.
- Provide applicable training resources for staff.
- Evaluate software and hardware needs and either recommend and implement or provide custom software solutions.
- Maintain and improve the City's telecommunication systems.
- Install, maintain and improve the City's network infrastructure and provide for secure network access, both internally and externally.
- Continue to improve the security of the City's network while providing "as needed" access to the City's employees.
- Scale and leverage server virtualization to enable infrastructure to be refreshed as needed and allow for agile response to the City's needs.
- The City's website update has been a goal for FY2017 and will be completed in early calendar year 2017.

Fot FY2018, the MIS department will continue to work on updating the City's agin cabling and fiber optic infrastructure.
 The MIS department is facilitating the expansion on the City's Geographic Infromation Systems (GIS) technologies to provide City employees better
 Develop and implement disaster recovery procedures for the City's computer/network applications.
 Continue creating and updating MIS policies to ensure processes are followed with the implementation in all City departments.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
IT Director	0	0	1	1		
Programmer Analyst	1	1	1	1		
TOTAL FULL-TIME EQUIVALENT POSITIONS	1	1	2	2	0	0

* AT CURRENT FYE17 STAFFING LEVEL



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted																				
Fund 010 - General Fund																													
REVENUE																													
Department 01 - Mayor																													
Activity 8220 - Administrative SVCS/MIS																													
<i>Shared Program - Local/School</i>																													
010-01-8220 3354	Shared Program - School/Local	722.40	2,167.20	722.40	1,445.00	1,445.00	1,445.00	1,445.00	.00																				
	<i>Shared Program - Local/School Totals</i>	<u>\$722.40</u>	<u>\$2,167.20</u>	<u>\$722.40</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>0.00%</u>																				
<i>Refunds</i>																													
010-01-8220 3722	Refunds	2,816.76	.00	.00	.00	.00	.00	.00	.00																				
	<i>Refunds Totals</i>	<u>\$2,816.76</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>																				
	Activity 8220 - Administrative SVCS/MIS Totals	<u>\$3,539.16</u>	<u>\$2,167.20</u>	<u>\$722.40</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>0.00%</u>																				
	Department 01 - Mayor Totals	<u>\$3,539.16</u>	<u>\$2,167.20</u>	<u>\$722.40</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>0.00%</u>																				
	REVENUE TOTALS	<u>\$3,539.16</u>	<u>\$2,167.20</u>	<u>\$722.40</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>\$1,445.00</u>	<u>0.00%</u>																				
EXPENSE																													
Department 01 - Mayor																													
Activity 8220 - Administrative SVCS/MIS																													
<i>Personal Services - Salaries & Benefits</i>																													
010-01-8220 1111	Salaries - Regular	64,643.68	152,442.16	82,130.08	164,528.00	164,528.00	168,896.00	168,896.00	2.65																				
010-01-8220 1113	Longevity Pay	959.92	959.92	512.30	1,060.00	1,060.00	1,080.00	1,080.00	1.88																				
010-01-8220 1114	Time & Half Pay	3,088.66	3,406.30	.00	3,269.00	3,269.00	3,269.00	3,269.00	.00																				
010-01-8220 1121	FICA - City Contribution	5,278.80	11,943.75	6,437.15	13,071.00	13,071.00	13,479.00	13,479.00	3.12																				
010-01-8220 1122	IPERS - City Contribution	6,134.27	14,002.94	7,379.98	15,079.00	15,079.00	15,471.00	15,471.00	2.59																				
010-01-8220 1123	Life & Disability Insurance	323.04	959.96	439.74	790.00	790.00	697.00	697.00	(11.77)																				
010-01-8220 1130	Employee Benefit Reimbursement	1,450.80	1,539.12	2,953.90	2,000.00	2,000.00	2,954.00	2,954.00	47.70																				
010-01-8220 1131	Health Insurance	17,952.00	29,920.00	17,952.00	35,904.00	35,904.00	33,960.00	33,960.00	(5.41)																				
	<i>Personal Services - Salaries & Benefits Totals</i>	<u>\$99,831.17</u>	<u>\$215,174.15</u>	<u>\$117,805.15</u>	<u>\$235,701.00</u>	<u>\$235,701.00</u>	<u>\$239,806.00</u>	<u>\$239,806.00</u>	<u>1.74%</u>																				
<table border="1"> <thead> <tr> <th>Comments</th> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td colspan="4"><i>Contractual Services</i></td> </tr> <tr> <td></td> <td>010-01-8220 1319</td> <td>Other Professional Services</td> <td>186,000.00</td> </tr> <tr> <td></td> <td>010-01-8220 1339</td> <td>Data Communication</td> <td>14,045.83</td> </tr> <tr> <td></td> <td>010-01-8220 1344</td> <td>Telephone & Fax Expense</td> <td>78,649.79</td> </tr> </tbody> </table>										Comments	Account	Level	Comment	<i>Contractual Services</i>					010-01-8220 1319	Other Professional Services	186,000.00		010-01-8220 1339	Data Communication	14,045.83		010-01-8220 1344	Telephone & Fax Expense	78,649.79
Comments	Account	Level	Comment																										
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	010-01-8220 1319	Other Professional Services	186,000.00																										
	010-01-8220 1339	Data Communication	14,045.83																										
	010-01-8220 1344	Telephone & Fax Expense	78,649.79																										
	010-01-8220 1319	Other Professional Services	186,000.00	51,920.00	923.00	96,112.00	96,112.00	96,112.00	60,829.00	(36.71)																			
	010-01-8220 1339	Data Communication	14,045.83	14,554.48	7,297.90	16,000.00	16,000.00	16,000.00	24,000.00	50.00																			
	010-01-8220 1344	Telephone & Fax Expense	78,649.79	74,764.01	35,397.16	76,000.00	76,000.00	76,000.00	86,000.00	13.15																			



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 01 - Mayor									
Activity 8220 - Administrative SVCS/MIS									
<i>Contractual Services</i>									
010-01-8220 1346	Travel - Professional Training	.00	.00	.00	1,500.00	1,500.00	1,500.00	1,500.00	.00
	<i>Contractual Services Totals</i>	\$278,695.62	\$141,238.49	\$43,618.06	\$189,612.00	\$189,612.00	\$189,612.00	\$172,329.00	(9.11%)
Comments									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
1339	Additional Dept Needs	Anticipating an increase due to implementation of a needed redundant Internet connection.							
1344	Additional Dept Needs	2018 increase to meet levels anticipated for FY 2017.							
<i>Commodities</i>									
010-01-8220 1516	Minor Computer Equipment	.00	.00	984.92	1,067.00	1,067.00	1,067.00	2,500.00	134.30
010-01-8220 1520	Computer Software	6,499.49	14,994.58	5,044.35	19,100.00	19,100.00	19,100.00	35,000.00	83.24
010-01-8220 1533	Fuel Expense	45.92	51.09	57.96	250.00	250.00	250.00	150.00	(40.00)
010-01-8220 1561	Office Supplies & Minor Equipment	.00	144.34	91.90	200.00	200.00	200.00	250.00	25.00
010-01-8220 1571	Machinery & Equipment Replacement Parts	.00	.00	.00	500.00	500.00	500.00	500.00	.00
	<i>Commodities Totals</i>	\$6,545.41	\$15,190.01	\$6,179.13	\$21,117.00	\$21,117.00	\$21,117.00	\$38,400.00	81.84%
Comments									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
1520	Additional Dept Needs	Increase for anticipated Windows and Office licensing needs.							
Activity 8220 - Administrative SVCS/MIS Totals		\$385,072.20	\$371,602.65	\$167,602.34	\$446,430.00	\$446,430.00	\$450,535.00	\$450,535.00	0.92%
Department 01 - Mayor Totals		\$385,072.20	\$371,602.65	\$167,602.34	\$446,430.00	\$446,430.00	\$450,535.00	\$450,535.00	0.92%
EXPENSE TOTALS		\$385,072.20	\$371,602.65	\$167,602.34	\$446,430.00	\$446,430.00	\$450,535.00	\$450,535.00	0.92%
Fund 010 - General Fund Totals									
REVENUE TOTALS		\$3,539.16	\$2,167.20	\$722.40	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	0.00%
EXPENSE TOTALS		\$385,072.20	\$371,602.65	\$167,602.34	\$446,430.00	\$446,430.00	\$450,535.00	\$450,535.00	0.92%
Fund 010 - General Fund Totals		(\$381,533.04)	(\$369,435.45)	(\$166,879.94)	(\$444,985.00)	(\$444,985.00)	(\$449,090.00)	(\$449,090.00)	0.92%
Net Grand Totals									
REVENUE GRAND TOTALS		\$3,539.16	\$2,167.20	\$722.40	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	0.00%
EXPENSE GRAND TOTALS		\$385,072.20	\$371,602.65	\$167,602.34	\$446,430.00	\$446,430.00	\$450,535.00	\$450,535.00	0.92%
Net Grand Totals		(\$381,533.04)	(\$369,435.45)	(\$166,879.94)	(\$444,985.00)	(\$444,985.00)	(\$449,090.00)	(\$449,090.00)	0.92%

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 01 Mayor (Information Technology)	ACTIVITY: 8222 Administrative Services/MIS Chargebacks
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DEPARTMENT/ACTIVITY DESCRIPTION:
 This activity is used to record revenue received from the Sewer fund for various services provided to that fund by the Administrative Services/Management Information Systems department.

DEPARTMENT/ACTIVITY OBJECTIVES:

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	ADOPTED FYE2015	ADOPTED FYE2016	ADOPTED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	ADOPTED FYE2018
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE17 STAFFING LEVEL



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 010 - General Fund									
REVENUE									
Department 01 - Mayor									
Activity 8222 - Admin SVC/MIS Chargebacks									
Miscellaneous Revenue									
010-01-8222 3954	Service to Sewer Fund	40,000.00	40,000.00	.00	40,000.00	40,000.00	40,000.00	40,000.00	.00
	Miscellaneous Revenue Totals	\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
Activity 8222 - Admin SVC/MIS Chargebacks Totals		\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
Department 01 - Mayor Totals		\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
REVENUE TOTALS		\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
Fund 010 - General Fund Totals		\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
REVENUE TOTALS		\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
Fund 010 - General Fund Totals		\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
Net Grand Totals									
REVENUE GRAND TOTALS		\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
EXPENSE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Net Grand Totals		\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%