



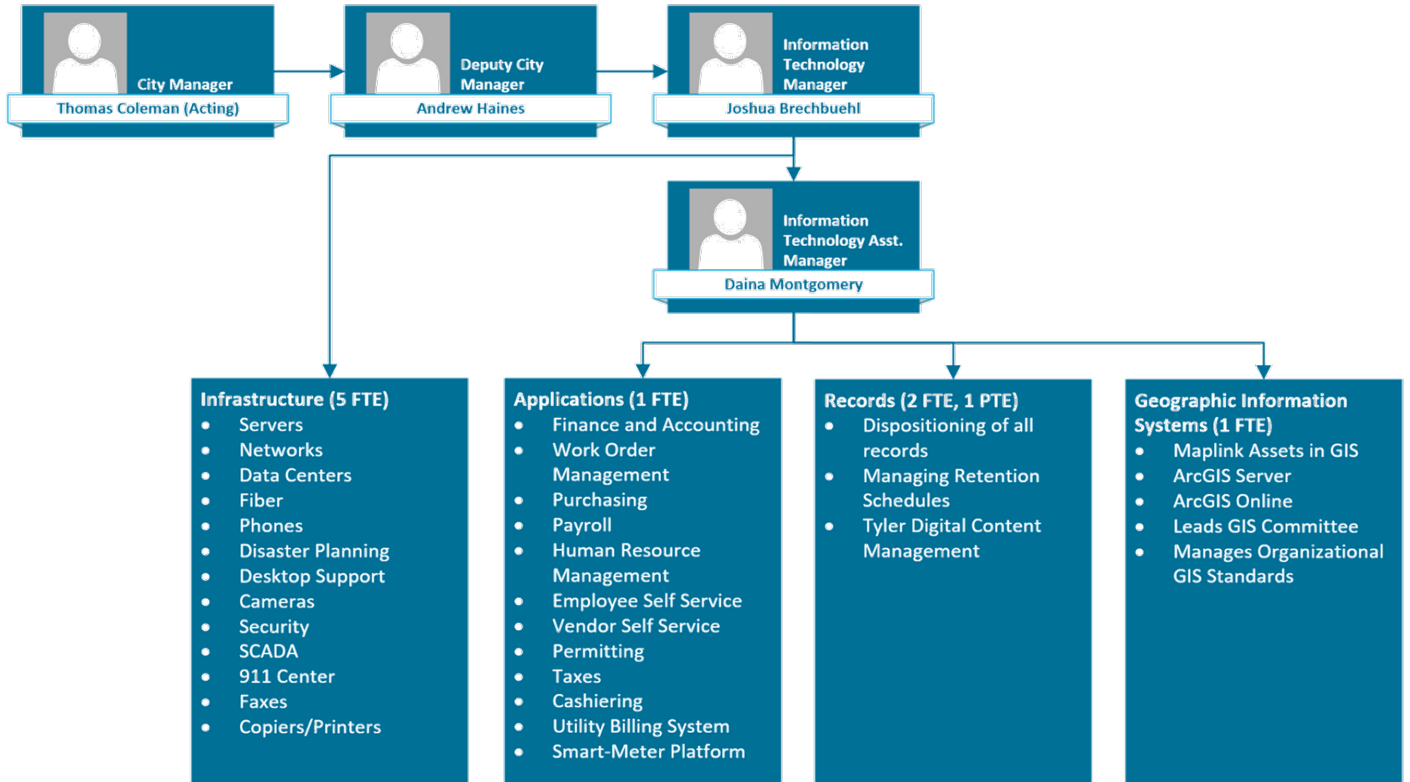
# **INFORMATION TECHNOLOGY**

**2018**

# **BUDGET PRESENTATION TO CITY COUNCIL**

**JULY 31, 2017**

# INFORMATIONAL TECHNOLOGY FY2018 ORGANIZATIONAL CHART



## **INFORMATION TECHNOLOGY PROGRAM NARRATIVE**

### **Information Technology:**

The City of Newark Information Technology (IT) Division is a Division of the Administration Department and is lead by the IT Manager, who reports directly to the Deputy City Manager.

The IT Division is made up of four Teams; Infrastructure, Applications, GIS and Records Management.

These four Teams are tasked with providing the City of Newark Staff with IT services ranging from Desktop Support to Utility Billing Payment Services. Along with serving the Newark Police Department, this Division is responsible for technology throughout the organization.

**INFORMATION TECHNOLOGY  
FY2017 ACCOMPLISHMENTS**

Munis Work Order Management

Munis Permitting and Taxes

Records Management

Police Department Domain, User and Cloud Migration

Server and Data Migration to the Cloud

Wide Area Fiber Network

Surveillance Cameras

Network Security Improvements

**INFORMATION TECHNOLOGY  
FY2018 CHALLENGES/GOALS**

**Goals of Information Technology for 2018 are:**

Upgrade server infrastructure to Windows Server 2016

Complete IT Infrastructure for SCADA projects for:

Water (CIP W9302)

Sewer (CIP S1602)

Electric (CIP E0503)

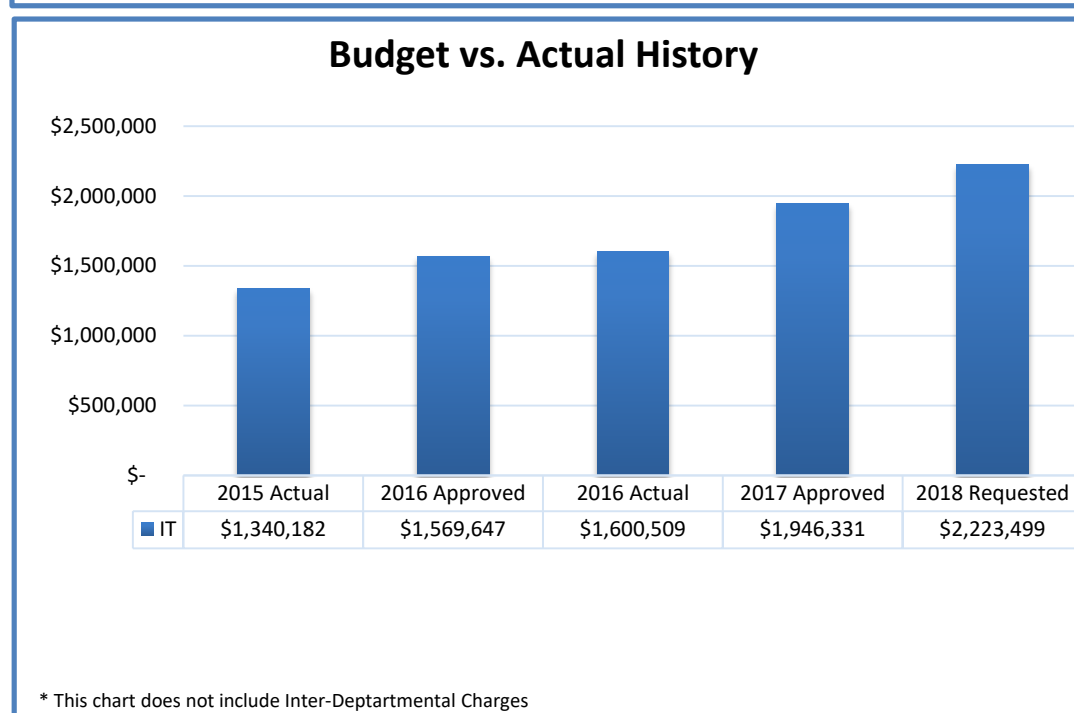
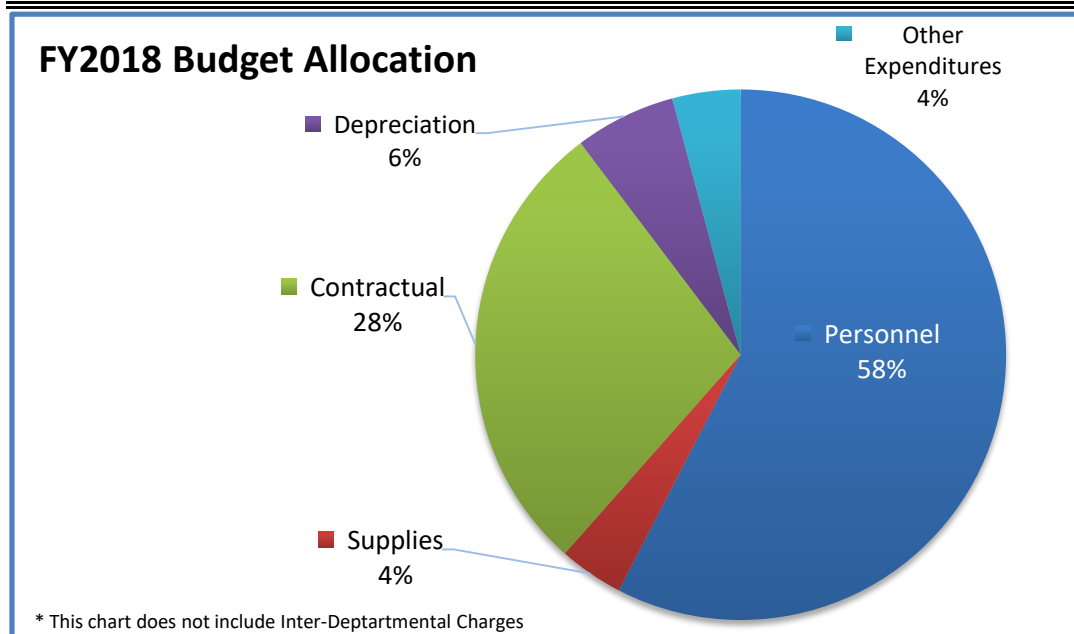
Complete Camera Projects (CIP V1601 Parking Lots) and (CIP I1603 Main Street)

Deploy 120+ computers, upgrade NPD vehicles (CIP I1806)

Implement Recreation Software solution (I1703)

**INFORMATION TECHNOLOGY  
FY2018 BUDGET RECOMMENDATION**

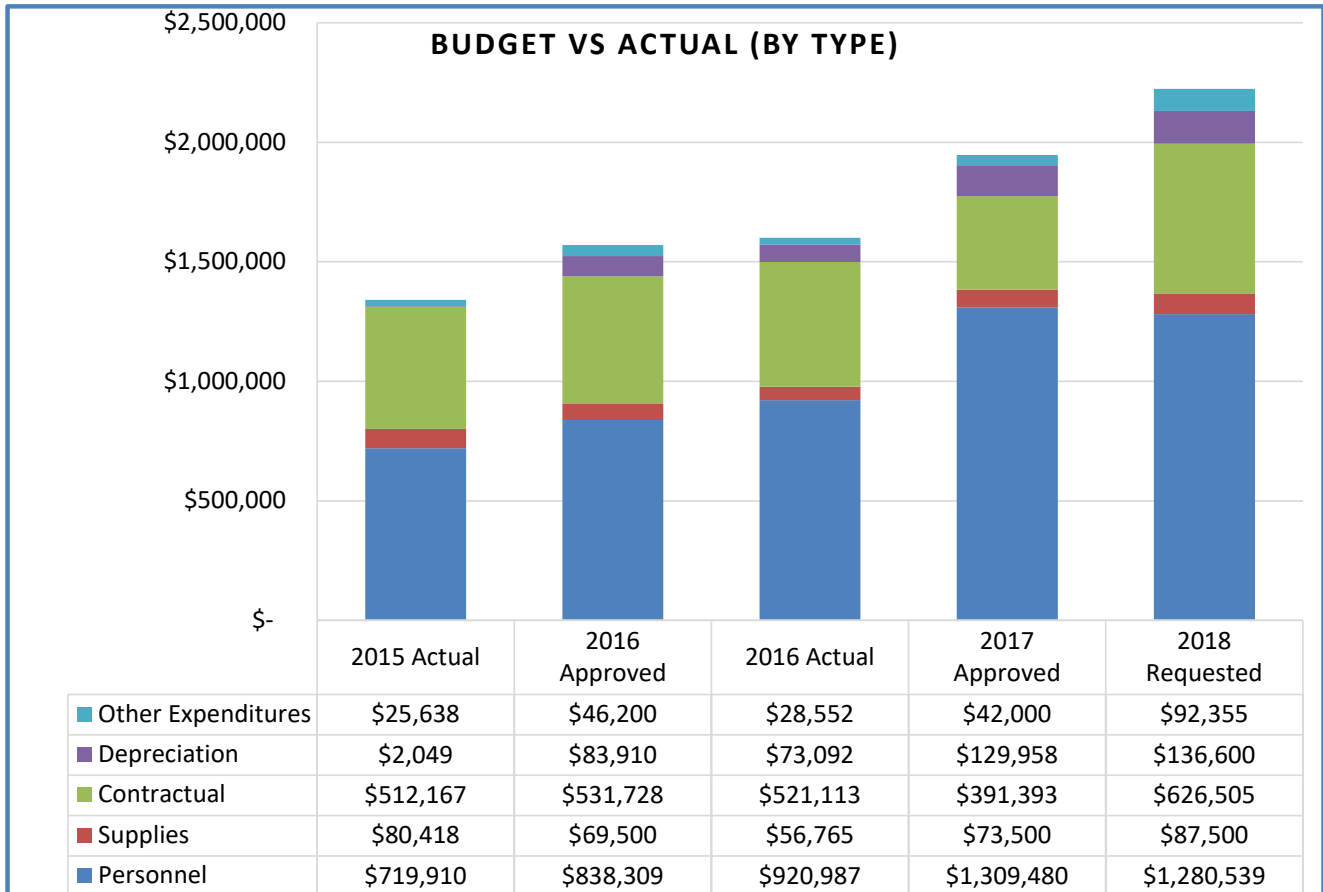
Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$1,309,480	\$1,280,539	-\$28,941	-2.21%
Materials and Supplies	\$73,500	\$87,500	\$14,000	19.05%
Contractual Services	\$391,393	\$626,505	\$235,112	60.07%
Depreciation	\$129,958	\$136,600	\$6,642	5.11%
Inter-Dept Charges	-\$1,946,331	-\$2,223,499	-\$277,168	14.24%
Other Expenditures	\$42,000	\$92,355	\$50,355	119.89%
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	



**INFORMATION TECHNOLOGY  
FY2018 BUDGET RECOMMENDATION**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	\$ 719,910	\$ 838,309	\$ 920,987	\$ 1,309,480	\$ 1,280,539
Materials and Supplies	\$ 80,418	\$ 69,500	\$ 56,765	\$ 73,500	\$ 87,500
Contractual Services	\$ 512,167	\$ 531,728	\$ 521,113	\$ 391,393	\$ 626,505
Depreciation	\$ 2,049	\$ 83,910	\$ 73,092	\$ 129,958	\$ 136,600
Inter-Dept Charges	\$ (1,340,182)	\$ (1,569,647)	\$ (1,600,509)	\$ (1,946,331)	\$ (2,223,499)
Other Expenditures	\$ 25,638	\$ 46,200	\$ 28,552	\$ 42,000	\$ 92,355
<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	53.7%	53.4%	57.5%	67.3%	57.6%
Materials and Supplies	6.0%	4.4%	3.5%	3.8%	3.9%
Contractual Services	38.2%	33.9%	32.6%	20.1%	28.2%
Depreciation	0.2%	5.3%	4.6%	6.7%	6.1%
Other Expenditures	1.9%	2.9%	1.8%	2.2%	4.2%
<b>Total:</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>



**INFORMATION TECHNOLOGY  
FY2018 BUDGET RECOMMENDATION**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
<b>Personnel Services:</b>	<b>\$1,280,539</b>	<b>-\$28,941</b>	<b>-2.21%</b>
<p>Health insurance assumes an increase of 8% for 2018, which is equal to the increase experienced by the City in 2017. Salary assumptions include anticipated step increases when due per contract, and cost of living adjustments of 1.5% for Management, CWA and FOP employees.</p>			
<b>Materials and Supplies:</b>	<b>\$87,500</b>	<b>\$14,000</b>	<b>19.05%</b>
<p>Purchase of additional physical server for Data Center and additional costs for storage boxes for Records Retention.</p>			
<b>Contractual Services:</b>	<b>\$626,505</b>	<b>\$235,112</b>	<b>60.07%</b>
<ul style="list-style-type: none"> <li>- Municipal and Police Department Computer Lease Refresh (\$71,000)</li> <li>- Storage Solution for increasing storage needs (\$30,000)</li> <li>- Desktop Support Staff Augmentation (\$80,000)</li> <li>- Desktop Refresh Deployment Staff Augmentation (\$25,000)</li> <li>- Munis Permitting and Tax Module Support, SecureWorks, Azure Cloud Hosting, GIS Consulting</li> </ul>			
<b>Depreciation:</b>	<b>\$136,600</b>	<b>\$6,642</b>	<b>5.11%</b>
<p>Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will rise and fall depending on the number of equipment, cost of equipment and useful life of the assets.</p>			
<b>Other Expenditures:</b>	<b>\$92,355</b>	<b>\$50,355</b>	<b>119.89%</b>
<p>Lease Payments - Fiber</p>			
<b>Inter-Dept Charges:</b>	<b>-\$2,223,499</b>	<b>(\$277,168)</b>	<b>14.24%</b>
<p>All division related costs are allocated based on service level provided to other divisions.</p>			



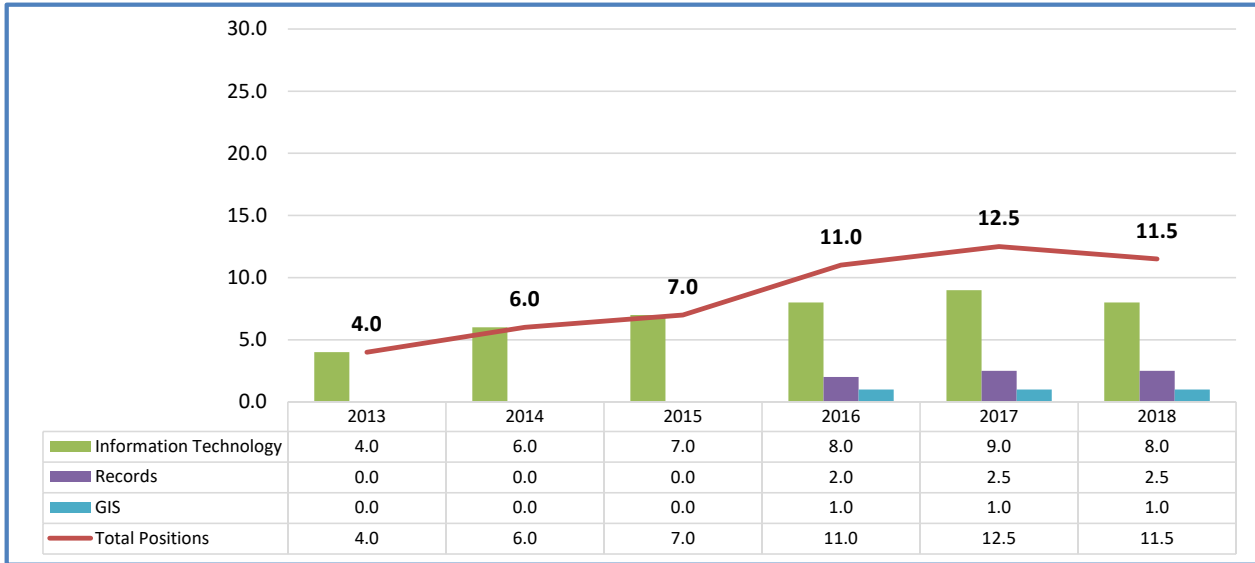
**ADMINISTRATION**  
**FY2018 RECOMMENDED BUDGET - INFORMATION TECHNOLOGY (DISCRETIONARY FUNDING IN BLUE)**

Expenditure Type	Object Line	2017	2018	\$ Difference	% Difference
Personnel Services 0111162	6020 Supervisory	\$ 179,336	\$ 184,798	\$ 5,462	3.0%
	6050 Information Technology	\$ 595,651	\$ 496,591	\$ (99,060)	-16.6%
	6080 Clerical	\$ 55,630	\$ -	\$ (55,630)	-100.0%
	6090 Digital Records Employees	\$ -	\$ 131,477	\$ 131,477	#DIV/0!
	6580 Service Award	\$ 7,542	\$ 9,500	\$ 1,958	26.0%
	6590 Sick Pay	\$ 2,645	\$ 3,829	\$ 1,184	44.8%
	6619 Stand By Pay	\$ -	\$ 20,000	\$ 20,000	#DIV/0!
	6620 Overtime	\$ 20,000	\$ 12,000	\$ (8,000)	-40.0%
	6920 Unemployment Comp. Ins.	\$ 5,223	\$ 3,780	\$ (1,443)	-27.6%
	6930 Social Security Taxes	\$ 65,852	\$ 63,570	\$ (2,282)	-3.5%
	6940 City Pension Plan	\$ 81,887	\$ 87,176	\$ 5,289	6.5%
	6941 Defined Contribution 401(a) Plan	\$ 35,806	\$ 35,474	\$ (332)	-0.9%
	6950 Term Life Insurance	\$ 4,217	\$ 3,501	\$ (716)	-17.0%
	6960 Group Hospitalization Ins.	\$ 213,687	\$ 179,788	\$ (33,899)	-15.9%
	6961 Long-Term Disability Ins.	\$ 1,666	\$ 1,706	\$ 40	2.4%
	6962 Dental Insurance	\$ 14,099	\$ 11,385	\$ (2,714)	-19.2%
	6963 Flexible Spending Account	\$ 156	\$ 156	\$ -	0.0%
	6964 Health Savings Account	\$ 1,500	\$ 3,000	\$ 1,500	100.0%
	6965 Post-Employment Benefits	\$ 11,678	\$ 20,992	\$ 9,314	79.8%
	6966 Retirement Health Savings Account	\$ 10,195	\$ 9,660	\$ (535)	-5.2%
6967 Emergency Room Reimbursements	\$ 2,030	\$ 1,595	\$ (435)	-21.4%	
6968 Vision Insurance Premiums	\$ 680	\$ 561	\$ (119)	-17.5%	
<b>Personnel Services Total</b>		<b>\$ 1,309,480</b>	<b>\$ 1,280,539</b>	<b>\$ (28,941)</b>	<b>-2.2%</b>
Materials/Supplies 0111163	7130 Tools,Field Sup.,Small Equip.	\$ 44,500	\$ 54,500	\$ 10,000	22.5%
	7136 Software	\$ 20,000	\$ 20,000	\$ -	0.0%
	7150 Office Supplies	\$ 7,000	\$ 11,000	\$ 4,000	57.1%
	7550 Miscellaneous Supplies	\$ 2,000	\$ 2,000	\$ -	0.0%
<b>Materials/Supplies Total</b>		<b>\$ 73,500</b>	<b>\$ 87,500</b>	<b>\$ 14,000</b>	<b>19.0%</b>
Contractual Services 0111164	8030 Casualty Insurance	\$ 2,795	\$ 2,823	\$ 28	1.0%
	8033 Insurance - Broker	\$ 305	\$ 309	\$ 4	1.3%
	8050 Phone/Communications	\$ 6,600	\$ 5,400	\$ (1,200)	-18.2%
	8130 Bldg. & Equip. Rental	\$ 2,500	\$ 2,000	\$ (500)	-20.0%
	8136 Subscription Services (Software or SAAS)	\$ 211,599	\$ 276,691	\$ 65,092	30.8%
	8137 Leased Equipment (Contractual)	\$ 82,621	\$ 187,282	\$ 104,661	126.7%
	8550 Misc. Contracted Svc.	\$ 84,973	\$ 152,000	\$ 67,027	78.9%
<b>Contractual Services Total</b>		<b>\$ 391,393</b>	<b>\$ 626,505</b>	<b>\$ 235,112</b>	<b>60.1%</b>
0111165	9031 Information Technology Training	\$ 10,000	\$ 10,000	\$ -	0.0%
	9060 Depreciation Expense	\$ 129,958	\$ 136,600	\$ 6,642	5.1%
	9070 Training	\$ 32,000	\$ 33,100	\$ 1,100	3.4%
	9101 Lease Principal - Fiber	\$ -	\$ 38,251	\$ 38,251	#DIV/0!
	9102 Lease Interest - Fiber	\$ -	\$ 11,004	\$ 11,004	#DIV/0!
<b>Other Charges Total</b>		<b>\$ 171,958</b>	<b>\$ 228,955</b>	<b>\$ 56,997</b>	<b>33.1%</b>
Inter-Dept. Charges	Billings & Accounting	\$ 28,867	\$ 26,527	\$ (2,340)	-8.1%
	Buildings and Grounds	\$ 5,690	\$ 10,061	\$ 4,371	76.8%
	Electricity Used	\$ 2,510	\$ 2,593	\$ 83	3.3%
	Information Technology	\$ (1,983,608)	\$ (2,151,310)	\$ (167,702)	8.5%
	Printing and Reproduction	\$ 210	\$ (111,370)	\$ (111,580)	-53133.3%
<b>Inter-Dept. Charges Total</b>		<b>\$ (1,946,331)</b>	<b>\$ (2,223,499)</b>	<b>\$ (277,168)</b>	<b>14.2%</b>
<b>Gross Budget (less Inter-Dept. Charges)</b>		<b>\$ 1,946,331</b>	<b>\$ 2,223,499</b>	<b>\$ 277,168</b>	<b>14.2%</b>
<b>FY2018 RECOMMENDED BUDGET:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

**INFORMATION TECHNOLOGY  
CONTRACTUAL SERVICES DETAIL**

Account	Object Code	Description	Amount Requested	Use of Funds (Description)
0111164	8030	Casualty Insurance	\$ 2,823	Allocation provided by Finance.
0111164	8033	Insurance - Broker	\$ 309	Allocation provided by Finance.
0111164	8050	Phone/Communications	\$ 5,400	Landline, Cell Phone Stipend and Fax Services
0111164	8130	Bldg. & Equip. Rental	\$ 2,000	Verticle lift rental for indoor areas of high reach
0111164	8136	Subscription Services (Software or SAAS)	\$ 276,691	Disaster Recovery Solutions, Building Security, Remote Access, Cloud Services, VOIP
0111164	8137	Leased Equipment (Contractual)	\$ 187,282	Computers for organization
0111164	8550	Misc. Contracted Svc.	\$ 152,000	Desktop Support, GIS Support, Document Shredding, IT Project Contractual
<b>Total</b>			<b>\$ 626,505</b>	

**INFORMATION TECHNOLOGY  
FTE History/Vacancies as of July 1, 2017**



<b>FTE VACANCIES (Included Above)</b>			
<b>Division</b>	<b>Title</b>	<b>#</b>	<b>Reason for Vacancy (date)</b>
<b>Information Technology</b>	IT Systems Admin I	1.0	
<b>Records</b>	None	0.0	
<b>GIS</b>	None	0.0	
<b>Total</b>		<b>1.0</b>	

<b>COMMENTS</b>			
<b>Division</b>	<b>Title</b>	<b>Change (+/-)</b>	<b>Reason for Adjustment</b>
<b>Information Technology</b>	IT Systems Admin I	1.0	
	IT Application Support Analyst	1.0	Swapped for Call Attendant
	Network Admin I	(1.0)	
	IT Application Support Admin	(1.0)	Moved to Electric and retitled as an Electrician
	Call Attendant	(1.0)	Incumbant retired and position was reclassified to IT Application Support Analyst
<b>Records</b>	None	0.0	
<b>GIS</b>	None	0.0	
<b>Total</b>		<b>-1.00</b>	

**ADMINISTRATION**  
**FY2018 BUDGET RECOMMENDATION**  
**POSITION DETAIL - INFORMATION TECHNOLOGY**

Title	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
<b>FULL TIME POSITIONS</b>								
IT Manager	28	1.0	\$ 105,844	1.0	\$ 105,844	0.0	\$ -	0.0%
IT Network Admin III	23	1.0	\$ 53,048	1.0	\$ 90,647	0.0	\$ 37,599	70.9%
Assistant IT Manager	21	1.0	\$ 73,492	1.0	\$ 78,953	0.0	\$ 5,461	7.4%
IT Network Admin II	21	1.0	\$ 79,057	1.0	\$ 84,281	0.0	\$ 5,224	6.6%
IT Systems Admin I	21	1.0	\$ 82,740	2.0	\$ 149,609	1.0	\$ 66,869	80.8%
Network Admin I	19	1.0	\$ 76,498		\$ -	(1.0)	\$ (76,498)	-100.0%
IT Application Support Admin	16	1.0	\$ 74,856		\$ -	(1.0)	\$ (74,856)	-100.0%
IT Application Support Analyst	16		\$ -	1.0	\$ 69,340	1.0	\$ 69,340	#DIV/0!
Digital Records Mgmt Coord	16	1.0	\$ 62,466	1.0	\$ 66,215	0.0	\$ 3,749	6.0%
GIS Technician	14	1.0	\$ 50,170	1.0	\$ 53,133	0.0	\$ 2,963	5.9%
Desktop Support Lead	12	1.0	\$ 48,575	1.0	\$ 49,579	0.0	\$ 1,004	2.1%
Call Attendant	10	1.0	\$ 55,630		\$ -	(1.0)	\$ (55,630)	-100.0%
Digital Scanner/Records Asst II	8	1.0	\$ 43,044	1.0	\$ 45,584	0.0	\$ 2,540	5.9%
<b>Total Full-Time Positions</b>		<b>12.0</b>	<b>\$ 805,420</b>	<b>11.0</b>	<b>\$ 793,185</b>	<b>(1.0)</b>	<b>\$ (12,235)</b>	<b>-1.5%</b>
<b>PART-TIME POSITIONS</b>								
Clerk Typist P/T		0.5	\$ 25,197	0.5	\$ 19,677	0.0	\$ (5,520)	-21.9%
<b>Total Part-Time Positions</b>		<b>0.5</b>	<b>\$ 25,197</b>	<b>0.5</b>	<b>\$ 19,677</b>	<b>0.0</b>	<b>\$ (5,520)</b>	<b>-21.9%</b>
<b>OTHER</b>								
Overtime			\$ 20,000		\$ 12,000		\$ (8,000)	-40.0%
Sick Pay			\$ 2,645		\$ 3,827		\$ 1,182	44.7%
Service Award			\$ 7,542		\$ 9,497		\$ 1,955	25.9%
Standby Pay			\$ -		\$ 20,000		\$ 20,000	#DIV/0!
<b>Total Other</b>			<b>\$ 30,187</b>		<b>\$ 45,324</b>		<b>\$ 15,137</b>	<b>50.1%</b>
<b>Total All</b>		<b>12.5</b>	<b>\$ 860,804</b>	<b>11.5</b>	<b>\$ 858,186</b>	<b>(1.0)</b>	<b>\$ (2,618)</b>	<b>0%</b>