

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 01 Mayor	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.

For FY2017, the MIS department will continue to work on updating the City's aging infrastructure. Network improvements in cabling and fiber optics are necessary. Off-Site backup and disaster recovery will come more into focus as we need to prepare for both natural and man-made adversity. The MIS department will look to increase the City's Geographic Information Systems (GIS) technologies to provide City employees better infrastructure mapping capabilities and allow for location based decision planning.
 Create and update MIS policies to ensure processes are followed with the implementation and use of technology in all City departments.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
IT Director	0	0	0	1	1	
Programmer Analyst	1	1	1	1	1	
GIS Analyst/Network Analyst					1	
TOTAL FULL-TIME EQUIVALENT POSITIONS	1	1	1	2	3	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 01 - Mayor									
Activity 8220 - Administrative SVCS/MIS									
Shared Program - Local/School									
010-01-8220 3354	Shared Program - School/Local	722.40	1,444.80	1,445.00	1,445.00	1,445.00	1,445.00	1,445.00	.00
	Shared Program - Local/School Totals	\$722.40	\$1,444.80	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	0.00%
Refunds									
010-01-8220 3722	Refunds	2,816.76	.00	.00	.00	.00	.00	.00	.00
	Refunds Totals	\$2,816.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Activity 8220 - Administrative SVCS/MIS Totals		\$3,539.16	\$1,444.80	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	0.00%
Department 01 - Mayor Totals		\$3,539.16	\$1,444.80	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	0.00%
REVENUE TOTALS		\$3,539.16	\$1,444.80	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	0.00%
EXPENSE									
Department 01 - Mayor									
Activity 8220 - Administrative SVCS/MIS									
Personal Services - Salaries & Benefits									
010-01-8220 1111	Salaries - Regular	64,643.68	72,534.96	158,173.00	68,671.00	164,528.00	222,040.00	164,528.00	139.58
010-01-8220 1113	Longevity Pay	959.92	479.96	960.00	960.00	1,060.00	1,060.00	1,060.00	10.41
010-01-8220 1114	Time & Half Pay	3,088.66	3,273.60	3,269.00	3,269.00	3,269.00	3,269.00	3,269.00	.00
010-01-8220 1121	FICA - City Contribution	5,278.80	5,893.94	12,577.00	5,730.00	13,071.00	17,471.00	13,071.00	128.11
010-01-8220 1122	IPERS - City Contribution	6,134.27	6,812.52	14,503.00	6,510.00	15,079.00	20,215.00	15,079.00	131.62
010-01-8220 1123	Life & Disability Insurance	323.04	474.66	966.00	340.00	790.00	1,084.00	790.00	132.35
010-01-8220 1130	Employee Benefit Reimbursement	1,450.80	1,539.12	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
010-01-8220 1131	Health Insurance	17,952.00	11,968.00	29,920.00	17,952.00	35,904.00	53,856.00	35,904.00	100.00
	Personal Services - Salaries & Benefits Totals	\$99,831.17	\$102,976.76	\$222,368.00	\$105,432.00	\$235,701.00	\$320,995.00	\$235,701.00	123.56%
Comments									
Account	Level	Comment							
1111	Base Level	IT director hired after FY16 budget was certified. See FY16 amendment from acct 1319.							
1111	Additional Dept Requests	Requesting new position for FY17. See add'l information provided.							
1111	Staff Revisions	Remove requested new position							



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Fund 010 - General Fund									
EXPENSE									
Department 01 - Mayor									
Activity 8220 - Administrative SVCS/MIS									
Contractual Services									
010-01-8220 1319	Other Professional Services	186,000.00	44,015.00	113,062.00	229,998.00	113,062.00	96,112.00	96,112.00	(58.21)
010-01-8220 1339	Data Communication	14,045.83	7,257.38	14,880.00	14,880.00	14,880.00	16,000.00	16,000.00	7.52
010-01-8220 1344	Telephone & Fax Expense	78,649.79	36,734.45	79,900.00	80,000.00	80,000.00	80,000.00	76,000.00	(5.00)
010-01-8220 1346	Travel - Professional Training	.00	.00	.00	.00	.00	6,500.00	1,500.00	.00
Contractual Services Totals		\$278,695.62	\$88,006.83	\$207,842.00	\$324,878.00	\$207,942.00	\$198,612.00	\$189,612.00	(41.64%)
Comments									
Account	Level	Comment							
1319	Base Level	Reduction to agree to FY16 amended due to hiring of IT director after FY16 budget was certified.							
1339	Additional Dept Requests	Expectation of slight increases from Mediacom and CFU for Internet/Fiber maintenance.							
1346	Additional Dept Requests	For travel and training for new and ongoing technologies and applications. Reduced \$1500 from Other Professional Services.							
Commodities									
010-01-8220 1516	Minor Computer Equipment	.00	.00	.00	.00	.00	2,000.00	1,067.00	.00
010-01-8220 1520	Computer Software	6,499.49	3,056.48	9,800.00	9,800.00	9,800.00	22,500.00	19,100.00	94.89
010-01-8220 1533	Fuel Expense	45.92	16.20	100.00	.00	.00	250.00	250.00	.00
010-01-8220 1561	Office Supplies & Minor Equipment	.00	25.57	200.00	200.00	200.00	200.00	200.00	.00
010-01-8220 1571	Machinery & Equipment Replacement Parts	.00	.00	.00	.00	.00	500.00	500.00	.00
Commodities Totals		\$6,545.41	\$3,098.25	\$10,100.00	\$10,000.00	\$10,000.00	\$25,450.00	\$21,117.00	111.17%
Comments									
Account	Level	Comment							
1516	Additional Dept Requests	Moved dollars from Other Professional Services to cover cost of computer equipment and supplies need to have on hand (cables, adapters, network supplies).							
1520	Additional Dept Requests	Moved dollars from other professional services to account for maintenance renewals on network equipment/servers/software due in 2017.							
1533	Additional Dept Requests	Added \$250 to cover fuel expense not budgeted for previously for city vehicle. Dollars moved from Other Professional Services.							
1571	Additional Dept Requests	Added dollars to this account to cover vehicle maintenance not budgeted for last year. Moved dollars out of Other Professional Services.							
Activity	8220 - Administrative SVCS/MIS Totals	\$385,072.20	\$194,081.84	\$440,310.00	\$440,310.00	\$453,643.00	\$545,057.00	\$446,430.00	1.39%
Department	01 - Mayor Totals	\$385,072.20	\$194,081.84	\$440,310.00	\$440,310.00	\$453,643.00	\$545,057.00	\$446,430.00	1.39%
EXPENSE TOTALS		\$385,072.20	\$194,081.84	\$440,310.00	\$440,310.00	\$453,643.00	\$545,057.00	\$446,430.00	1.39%



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Fund 010 - General Fund	Totals								
	REVENUE TOTALS	\$3,539.16	\$1,444.80	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	0.00%
	EXPENSE TOTALS	\$385,072.20	\$194,081.84	\$440,310.00	\$440,310.00	\$453,643.00	\$545,057.00	\$446,430.00	1.39%
Fund 010 - General Fund	Totals	(\$381,533.04)	(\$192,637.04)	(\$438,865.00)	(\$438,865.00)	(\$452,198.00)	(\$543,612.00)	(\$444,985.00)	1.39%
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$3,539.16	\$1,444.80	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	\$1,445.00	0.00%
	EXPENSE GRAND TOTALS	\$385,072.20	\$194,081.84	\$440,310.00	\$440,310.00	\$453,643.00	\$545,057.00	\$446,430.00	1.39%
	Net Grand Totals	(\$381,533.04)	(\$192,637.04)	(\$438,865.00)	(\$438,865.00)	(\$452,198.00)	(\$543,612.00)	(\$444,985.00)	1.39%

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 01 Mayor	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 FYE2014	ADOPTED FYE2015	ADOPTED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	ADOPTED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 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	.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	.00
	Miscellaneous Revenue Totals	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
Activity 8222 - Admin SVC/MIS Chargebacks Totals		\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
Department 01 - Mayor Totals		\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
REVENUE TOTALS		\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
Fund 010 - General Fund Totals		\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
REVENUE TOTALS		\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
Fund 010 - General Fund Totals		\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
Net Grand Totals									
REVENUE GRAND TOTALS		\$40,000.00	\$0.00	\$40,000.00	\$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	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%

City of Waterloo

MIS Department

2% Impact Statements

Base level	\$	453,643.00
Reduction Amount Needed	\$	9,073.00

Account	Description	Comments	FY2017 Proposed	New Amount	Reduction Amount
1319	Other Professional Services	School District/Vendor Services and/or Employee Addition	\$ 90,492.00	\$ 90,492.00	\$ -
1339	Data Communications	Internet /Fiber (Mediacom/CFU)	\$ 16,000.00	\$ 16,000.00	\$ -
1344	Telephone & Fax Expense	Century Link/US Cellular	\$ 80,000.00	\$ 78,500.00	\$ 1,500.00
1346	Travel - Professional Training	Travel/Training	\$ 6,500.00	\$ 2,500.00	\$ 4,000.00
1516	Minor Computer Equipment	Cables/Jacks/Misc Network items	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
1520	Computer Software	Maintenance fees/renewals	\$ 22,500.00	\$ 20,000.00	\$ 2,500.00
1533	Fuel Expense	Fuel	\$ 250.00	\$ 250.00	\$ -
1561	Office Supplies and Minor Equipment	Office Supplies	\$ 200.00	\$ 100.00	\$ 100.00
Totals			\$ 217,942.00	\$ 208,842.00	\$ 9,100.00 Total reduction

Notes

A 2% reduction would mostly come from training/travel expenses. We may need to look at online learning as opposed to onsite or classroom training. Additional reductions in Telephone, minor equipment and maintenance would also occur. We may be able to get extended maintenance for 2-3 years utilizing this years budget dollars yet.

5% Impact Statements

Base level	\$	453,643.00
Reduction Amount Needed	\$	22,682.00

Account	Description	Comments	FY2017 Proposed	New Amount	Reduction Amount
1319	Other Professional Services	School District/Vendor Services and/or Employee Addition	\$ 90,492.00	\$ 81,300.00	\$ 9,192.00
1339	Data Communications	Internet /Fiber (Mediacom/CFU)	\$ 16,000.00	\$ 16,000.00	\$ -
1344	Telephone & Fax Expense	Century Link/US Cellular	\$ 80,000.00	\$ 76,000.00	\$ 4,000.00
1346	Travel - Professional Training	Travel/Training	\$ 6,500.00	\$ 1,500.00	\$ 5,000.00
1516	Minor Computer Equipment	Cables/Jacks/Misc Network items	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
1520	Computer Software	Maintenance fees/renewals	\$ 22,500.00	\$ 19,100.00	\$ 3,400.00
1533	Fuel Expense	Fuel	\$ 250.00	\$ 250.00	\$ -
1561	Office Supplies and Minor Equipment	Office Supplies	\$ 200.00	\$ 100.00	\$ 100.00
Totals			\$ 217,942.00	\$ 195,250.00	\$ 22,692.00 Total reduction

Notes

A 5% reduction in the budget would come from several areas and most likely not allow us to add an employee in FY2017. We would like to add either a GIS Analyst, Network Analyst, or preferably some combination of the two skill sets. This has not been approved yet. Other cuts would be in training, and maintenance renewal areas. Maintenance renewals on critical systems is a must. We could possibly look at 2-3 year renewals this FY so as not to have as much of a need in FY 2017.