

Information Technology Department

Mission Statement

The Mission of Information Technology is to support the objectives of the Mayor, City Council, and Department Heads by providing technical leadership in Information Technology planning, implementation, and support.

Primary Functions →

- Provide technical service and support to City employees, enabling them to work efficiently and effectively.
- Ensure the safety and integrity of the City's data and network.
- Provide technical leadership and direction for projects requiring Information Technology support.

2012 Accomplishments→

- Upgraded City's financial system to latest production release.
- Upgraded City's time keeping system to latest production release.
- Upgraded Police Records Management system to latest production release.
- Implemented new records management system for Legal Department
- Upgraded Hansen Planning / Permitting / Code Enforcement / on-line permitting systems.
- Implemented Hansen Asset Management system.
- Implemented new Employee Self Service system.
- Upgraded Email server to 2010 version.
- Added new Map Gallery feature to the City's web site.
- Continued implementation of nine-county ARRA Broadband project.
- Continued data center consolidation efforts.
- Supported the reporting needs for RockStat.

2013 Goals and Objectives→

- Implement new electronic agenda system.
- Continue implementation of nine-county ARRA Broadband project.
- Implement new Parking Ticket system.
- Implement new False Alarm system.
- Implement new Munis modules as recommended by Baker-Tilly.
- Replace City's multiple phone systems with a single system.

Information Technology Department

Budget Summary

INFORMATION TECHNOLOGY FUND					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$573,660	\$570,011	\$585,144	\$435,118	(150,026)
CONTRACTUAL	1,368,803	1,528,441	1,570,783	1,731,030	160,247
SUPPLIES	49,743	47,078	36,500	36,200	(300)
OTHER	<u>522,205</u>	<u>462,430</u>	<u>455,960</u>	<u>504,073</u>	48,113
TOTAL	<u>\$2,514,411</u>	<u>\$2,607,960</u>	<u>\$2,648,387</u>	<u>\$2,706,421</u>	<u>\$58,034</u>

STAFFING REVIEW	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	INCREASE (DECREASE)
	8.00	6.00	6.00	4.00	(2.00)

FUNDING SOURCE	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
INFORMATION TECHNOLOGY CHARGES					
GENERAL FUND	\$1,995,978	\$1,967,310	\$2,047,300	\$2,140,940	\$93,640
OTHER FUNDS	<u>651,670</u>	<u>655,840</u>	<u>793,760</u>	<u>801,190</u>	7,430
TOTAL	<u>\$2,647,648</u>	<u>\$2,623,150</u>	<u>\$2,841,060</u>	<u>\$2,942,130</u>	<u>\$101,070</u>

Budget Analysis

- Salaries decrease \$102,800 as a result of the elimination of two Senior IT Specialists.
- Fringe benefits decreased \$53,121 due to the reduction in salaries.
- A 2% wage increase is budgeted for all department staff for a total cost of \$5,900.
- Consulting fees increase \$167,432 due to increases in ATS contract fees.
- Depreciation increased \$48,113, due to planned fixed asset purchases.

Five Year Financial Forecast

The 2014-2018 forecast assumes operations will continue as they are programmed for 2012 and that costs will increase annually. Budgets are developed so funds are annually available for fixed assets. Since this is an internal service fund, charges will recover expenditures.

Information Technology Internal Service Fund 2014-2018 Financial Forecast (In 000s)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Revenues	\$3,060	\$3,182	\$3,309	\$3,441	\$3,579
Expenditures	<u>2,815</u>	<u>2,928</u>	<u>3,045</u>	<u>3,167</u>	<u>3,294</u>
Excess (Deficit)	<u>245</u>	<u>254</u>	<u>264</u>	<u>274</u>	<u>285</u>
Beginning Balance	<u>0</u>	<u>245</u>	<u>499</u>	<u>763</u>	<u>1,037</u>
Ending Balance	<u>\$245</u>	<u>\$499</u>	<u>\$763</u>	<u>\$1,037</u>	<u>\$1,322</u>

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Fixed Assets

The 2013 budget of \$500,000 for fixed assets includes the Network Upgrades, Document Retention Site, and set up of paperless process.

FIXED ASSETS INFORMATION TECHNOLOGY DEPARTMENT 2013 BUDGET		
DESCRIPTION	ACCOUNT	AMOUNT
DR Site	79928	400,000
Paperless Agenda	79928	100,000
TOTAL CURRENT FIXED ASSETS		\$500,000

Personnel Review

INFORMATION TECHNOLOGY DEPARTMENT				
BENEFITS AND SALARIES		2012	2013	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$397,759	\$294,954	(\$102,805)
SALARY ADJUSTMENT		<u>0</u>	<u>5,900</u>	<u>5,900</u>
TOTAL SALARIES		<u>\$397,759</u>	<u>\$300,854</u>	<u>(\$96,905)</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$82,853	\$64,142	(\$18,711)
UNEMPLOYMENT TAX		1,080	720	(360)
WORKER'S COMPENSATION		1,114	872	(242)
HEALTH INSURANCE		98,774	65,962	(32,812)
LIFE INSURANCE		468	312	(156)
PARKING BENEFITS		<u>3,096</u>	<u>2,256</u>	<u>(840)</u>
TOTAL BENEFITS		<u>187,385</u>	<u>134,264</u>	<u>(53,121)</u>
TOTAL COMPENSATION		<u>\$585,144</u>	<u>\$435,118</u>	<u>(\$150,026)</u>
POSITION TITLE	POSITION RANGE	2012 EMPLOYEES	2013 EMPLOYEES	INCREASE/ (DECREASE)
IT DIRECTOR	E-14	1.00	1.00	0.00
SENIOR IT SPECIALIST	E-9	4.00	2.00	(2.00)
IT SPECIALIST	E-8	1.00	1.00	0.00
COMPUTER TECHNICIAN	A-21	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>6.00</u>	<u>4.00</u>	<u>(2.00)</u>

**INFORMATION TECHNOLOGY FUND
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2011 ACTUAL	2012 BUDGET	7 MO ACTUAL	2013 BUDGET	BUDGETED CHANGE 12-13
71112 Sal Perm	391,714	397,759	192,546	294,954	(102,805)
71129 Sal Adjustments	-	-	-	5,900	5,900
71251 IMRF	79,242	82,853	38,887	64,142	(18,711)
71253 Unemploy Tax	1,056	1,080	771	720	(360)
71262 Worker's Comp.	909	1,114	539	872	(242)
71263 Health Insurance	93,748	98,774	42,453	65,962	(32,812)
71264 Life Insurance	462	468	186	312	(156)
71271 Parking Benefits	2,880	3,096	1,806	2,256	(840)
TOTAL PERSONNEL	570,011	585,144	277,188	435,118	(150,026)
72212 Postage	221	100	523	100	-
72213 Telephone	14,333	13,740	7,141	13,740	-
72203 Wireless	-	4,000	3,150	4,000	-
72214 Travel	287	-	58	-	-
72215 Dues	2,560	500	2,375	2,575	2,075
72218 Service Contracts	154,780	142,440	118,449	138,040	(4,400)
72255 Maint - Office Equip	664,194	630,765	465,601	622,885	(7,880)
72264 Vehicle Repairs	179	600	137	300	(300)
72265 Fuel	236	610	31	610	-
72267 Risk Management	6,460	6,910	4,031	7,850	940
72271 Equipment Rental	842	-	678	1,150	1,150
72272 Building Rental	15,050	18,550	10,821	19,780	1,230
72290 Education	69	-	-	-	-
72292 Consulting Fees	669,230	752,568	443,211	920,000	167,432
72299 Miscellaneous	-	-	-	-	-
TOTAL CONTRACTUAL	1,528,441	1,570,783	1,056,206	1,731,030	160,247
75520 Small Tools	-	300	-	-	(300)
75560 General Office	313	1,200	1,348	1,200	-
75570 Computer Non-Cap	46,765	35,000	43,827	35,000	-
TOTAL SUPPLIES	47,078	36,500	45,175	36,200	(300)
76780 Depreciation Expense	414,407	421,460	245,852	471,473	50,013
77725 Purchase Serv-Gnrl	34,500	34,500	20,125	32,600	(1,900)
78837 Installment Note Interest	13,523	-	-	-	-
TOTAL OTHER	462,430	455,960	265,977	504,073	48,113
79928 Computer Hardware	-	-	209,396	-	-
TOTAL CAPITAL	-	-	209,396	-	-
TOTAL INFORMATION SERVICES	2,607,960	2,648,387	1,853,942	2,706,421	58,034