

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ 170,083	\$ 178,313	\$ 132,335
Operating	106,024	126,336	122,270
Debt Service	-	-	-
Capital Outlay	-	-	-
Total:	\$ 276,107	\$ 304,649	\$ 254,605

Full-Time Positions	1	1	0
Part-Time Positions	7	7	7

**Purpose and Mission:**

The Mayor and Board of Aldermen are the governing body of the City of New Bern, establishing ordinances and policies on its behalf. The City is divided into six voting wards. The Mayor is elected at large by all eligible voters of the City. Each of the six aldermen is elected by eligible voters from only the ward in which he/she resides. The Mayor is the head of city government and presides at each Board of Aldermen meeting, signs documents on behalf of the City and represents the City.

**FY2016-17 Budget Highlights:**

*Personnel Services:*

- \$29,000 - Governing Board monthly travel allowances
- City Clerk position transferred to General Administration

*Operating:*

- \$1,200 - funded for travel and training of each board member
- \$54,720 - Dues and subscriptions for various organizations important to City business
- Clerk's expenses transferred to General Administration

**City of New Bern Budget  
Fiscal Year 2016-17**

Organization: Governing Board		Actual	Adjusted	Manager's	Approved
Account Number	Description	Last Year FY 2014-15	Budget FY 2015-16	Recommended FY 2016-17	Budget FY 2016-17
<b>Personnel Services:</b>					
<b>Salaries</b>					
1111-1010-61101	Salaries - Regular	21,137	22,000	0	0
1111-1010-61151	Salaries - Part-Time	61,747	61,747	62,324	61,754
1111-1010-61181	Salaries - Taxable Benefits	22,188	28,416	29,000	29,000
<b>Subtotal Salaries</b>		<b>105,072</b>	<b>112,163</b>	<b>91,324</b>	<b>90,754</b>
<b>Fringe Benefits</b>					
1111-1010-62110	Social Security Tax	6,152	6,955	5,663	5,627
1111-1010-62112	Medicare Tax	1,439	1,627	1,325	1,316
1111-1010-62210	State Retirement	1,494	1,468	0	0
1111-1010-62220	401K	1,057	1,100	0	0
1111-1010-62810	Health/Life Insurance	54,869	55,000	34,638	34,638
<b>Subtotal Fringe Benefits</b>		<b>65,011</b>	<b>66,150</b>	<b>41,626</b>	<b>41,581</b>
<b>Total Personnel Services</b>		<b>170,083</b>	<b>178,313</b>	<b>132,950</b>	<b>132,335</b>
<b>Professional Services:</b>					
1111-1010-71190	Other Professional Services	3,339	4,000	5,000	5,000
<b>Total Professional Services</b>		<b>3,339</b>	<b>4,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Current Obligations &amp; Services:</b>					
1111-1010-72111	1st Ward Travel & Training	489	1,200	1,200	1,200
1111-1010-72112	2nd Ward Travel & Training	1,200	1,331	1,200	1,200
1111-1010-72113	3rd Ward Travel & Training	108	1,200	1,200	1,200
1111-1010-72114	4th Ward Travel & Training	1,200	1,200	1,200	1,200
1111-1010-72115	5th Ward Travel & Training	966	1,200	1,200	1,200
1111-1010-72116	6th Ward Travel & Training	877	1,200	1,200	1,200
1111-1010-72120	Mayor's Travel & Training	1,200	1,200	1,200	1,200
1111-1010-72122	Clerk's Travel & Training	0	1,369	0	0
1111-1010-72210	Telephone Service	2,975	11,000	5,000	5,000
1111-1010-72410	Printing	7,538	7,500	7,500	7,500
1111-1010-72790	Advertising	1,730	2,200	7,500	7,500
1111-1010-72840	Recording Fees	0	0	500	500
<b>Total Current Obligations &amp; Services</b>		<b>18,283</b>	<b>30,600</b>	<b>28,900</b>	<b>28,900</b>
<b>Fixed Charges &amp; Other Services:</b>					
1111-1010-73224	S & M Contracts-IT Equipment	673	750	750	750
1111-1010-73810	Dues & Subscriptions	42,690	52,625	54,720	54,720
1111-1010-73812	Dues & Subscriptions-Clerk	195	261	0	0
<b>Total Fixed Charges &amp; Other Services</b>		<b>43,558</b>	<b>53,636</b>	<b>55,470</b>	<b>55,470</b>

**City of New Bern Budget  
Fiscal Year 2016-17**

<b>Account Number</b>	<b>Description</b>	<b>Actual Last Year FY 2014-15</b>	<b>Adjusted Budget FY 2015-16</b>	<b>Manager's Recommended FY 2016-17</b>	<b>Approved Budget FY 2016-17</b>
<b>Supplies &amp; Materials:</b>					
1111-1010-74210	Food & Provisions	1,505	3,000	3,000	3,000
1111-1010-74610	Office Supplies & Materials	3,193	3,200	3,200	3,200
1111-1010-74612	Office Supplies-Clerk	2,033	5,200	0	0
1111-1010-74931	IT Eqt (Restricted - IT Use Only)	7,413	0	0	0
<b>Total Supplies &amp; Materials</b>		<b>14,144</b>	<b>11,400</b>	<b>6,200</b>	<b>6,200</b>
<b>Advocacy/Lobbying Efforts</b>					
1111-1010-76102	Allies Cherry Pt Tomorrow ACT	14,200	14,200	14,200	14,200
1111-1010-76111	Hwy 17 Transportation Assoc	12,500	12,500	12,500	12,500
<b>Total Advocacy/Lobbying Efforts</b>		<b>26,700</b>	<b>26,700</b>	<b>26,700</b>	<b>26,700</b>
<b>Governing Board Totals:</b>		<b>276,107</b>	<b>304,649</b>	<b>255,220</b>	<b>254,605</b>

## POSITION SUMMARY

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Fund:	General	
Department:	Governing Board	
Org:	Governing Board	1010

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PERSONNEL

		FY2015-16		Approved FY2016-17
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
City Clerk <i>Position transferred to General Administration</i>	17	1	0	0
Mayor	EL-3	1	1	1
Alderman Pro-Tem	EL-2	1	1	1
Alderman	EL-1	5	5	5
	<b>Full-Time Total</b>	<b>1</b>	<b>0</b>	<b>0</b>
	<b>Part-Time Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Governing Board**

**Org. 1010**

**Dues & Subscriptions 2016-17  
GL Acct # 73810**

<b>Name of Organization</b>	<b>Projected Cost</b>
School of Government, Inc.	\$3,606
Eastern Carolina Council	\$10,608
New Bern Chamber of Commerce	\$4,580
NC League of Municipalities	\$24,287
NC Black Elected Municipal Officials	\$150
Unanticipated Increases to Dues	\$100
National League of Cities	\$3,258
International City/County Management Association	\$200
NC Metropolitan Mayors Coalition	\$7,931
	<b>\$54,720</b>

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ 348,313	\$ 483,902	\$ 582,480
Operating	79,388	239,870	165,491
Debt Service	-	-	-
Capital Outlay	-	30,000	-
Total:	\$ 427,701	\$ 753,772	\$ 747,971

Full-Time Positions	3	4	5
Part-Time Positions	0	0	0

**Purpose and Mission:**

The City Manager serves as the Chief Executive Officer in accordance with the Council-City Manager form of government. The City Manager is responsible for coordinating the work of all City offices and departments and hires City employees under the guidance of the Board of Aldermen. The City Manager is also responsible for representing the City in various capacities. This division also staffs the Public Information Officer who is charged with disseminating information to the public regarding the operations of the City. The PIO also is charged with maintaining the City's webpage and PEG channel operations.

**FY2016-17 Budget Highlights:**

*Personnel Services:*

- Office Assistant III transferred to Admin from Utility Business Office
- City Clerk position transferred from Governing Board

*Operating:*

- \$60,000 - Professional services used at the discretion of the City Manager
- \$40,000 - Postage for all outgoing mail for City, excluding tax and utility bills
- City Clerk's expenses transferred from Governing Board

**City of New Bern Budget  
Fiscal Year 2016-17**

**Fund:** General  
**Department:** Administration  
**Organization:** General Administration

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
<b>Personnel Services:</b>					
<b>Salaries</b>					
1111-1020-61101	Salaries - Regular	247,320	353,271	433,667	433,667
1111-1020-61106	Salaries & Wages Storm Regular	236	0	0	0
1111-1020-61121	Salaries - Overtime	2,084	1,000	3,000	3,000
1111-1020-61181	Salaries - Taxable Benefits	7,119	8,200	10,928	10,928
	<b>Subtotal Salaries</b>	<b>256,759</b>	<b>362,471</b>	<b>447,595</b>	<b>447,595</b>
<b>Fringe Benefits</b>					
1111-1020-62110	Social Security Tax	14,052	24,848	27,751	27,751
1111-1020-62112	Medicare Tax	3,535	5,812	6,491	6,491
1111-1020-62210	State Retirement	17,551	26,732	32,451	32,451
1111-1020-62220	401K	12,427	20,039	22,380	22,380
1111-1020-62810	Health/Life Insurance	43,989	44,000	44,832	44,832
1111-1020-62820	Workers' Compensation	0	0	980	980
	<b>Subtotal Fringe Benefits</b>	<b>91,554</b>	<b>121,431</b>	<b>134,885</b>	<b>134,885</b>
	<b>Total Personnel Services</b>	<b>348,313</b>	<b>483,902</b>	<b>582,480</b>	<b>582,480</b>
<b>Professional Services:</b>					
1111-1020-71190	Other Professional Services	41,671	155,000	60,000	60,000
	<b>Total Professional Services</b>	<b>41,671</b>	<b>155,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Current Obligations &amp; Services:</b>					
1111-1020-72130	Employee Travel & Training	9,676	17,200	30,100	30,100
1111-1020-72210	Telephone Service	0	1,700	3,000	3,000
1111-1020-72220	Postage	24,642	40,000	40,000	40,000
1111-1020-72532	Central Garage Charges	0	0	1,586	1,586
	<b>Total Current Obligations &amp; Services</b>	<b>34,318</b>	<b>58,900</b>	<b>74,686</b>	<b>74,686</b>
<b>Fixed Charges &amp; Other Services:</b>					
1111-1020-73130	Lease Program – Copier/Printer	0	0	1,459	1,459
1111-1020-73810	Dues & Subscriptions	856	3,170	5,050	5,050
	<b>Total Fixed Charges &amp; Other Services</b>	<b>856</b>	<b>3,170</b>	<b>6,509</b>	<b>6,509</b>

**City of New Bern Budget  
Fiscal Year 2016-17**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
<b>Supplies &amp; Materials:</b>					
1111-1020-74510	Fuel Charges	0	0	796	796
1111-1020-74610	Office Supplies & Materials	956	8,500	13,500	13,500
1111-1020-74930	IT Supplies	1,587	6,000	6,000	6,000
1111-1020-74931	IT Eqt (Restricted - IT Use Only)	0	8,300	4,000	4,000
<b>Total Supplies &amp; Materials</b>		<b>2,543</b>	<b>22,800</b>	<b>24,296</b>	<b>24,296</b>
<b>Capital Expenses:</b>					
1111-1020-75310	Land, Right-of-Way	0	30,000	0	0
<b>Total Capital Expenses</b>		<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>Administration Totals:</b>		<b>427,701</b>	<b>753,772</b>	<b>747,971</b>	<b>747,971</b>

## POSITION SUMMARY

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Fund:	General	
Department:	Administration	
Org:	Administration	1020

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PERSONNEL

		<b>FY2015-16</b>		<b>Approved FY2016-17</b>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
City Manager	0	1	1	1
Assistant City Manager	33	1	1	1
Public Information Officer	19	1	1	1
City Clerk	17	0	0	0
<i>Position transferred from Governing Board</i>				
Executive Assistant	15	1	1	1
Office Assistant III	9	0	0	1
<i>See Note Below</i>				
<b>Full-Time Total</b>		<b>4</b>	<b>4</b>	<b>5</b>

Note:  
Office Assistant III transferred from Utility Business Office to Admin to accurately reflect day-to-day operations so accounting can be properly shared by all funds.

**Travel & Training Request 2016-17**  
**GL Account # 72130**

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Feb-17	NCCCMA Annual Conference	Durham, NC	City Manager	\$1,200
10/23/2016 - 10/26/2016	NC League of Municipalities Annual Conference	Raleigh, NC	City Manager	\$1,400
9/25/2016 - 9/28/2016	ICMA Annual conference	Kansas City, MO	City Manager	\$3,500
6/21/2017 - 6/24/2017	NCCCMA Summer Conference	Concord, NC	City Manager	\$1,400
TBD	Mileage (Outside Area)	TBD	CM, Asst. CM, PIO, & EA	\$1,000
6/21/2017 - 6/24/2017	NCCCMA Summer Conference	Concord, NC	Asst. City Manager	\$1,400
Feb-17	NCCCMA Annual Conference	Durham, NC	Asst. City Manager	\$1,200
10/23/2016 - 10/26/2016	NC League of Municipalities Annual Conference	Raleigh, NC	Asst. City Manager	\$1,400
TBD	3CMA Annual Conference	TBD	Public Information Officer	\$1,900
TBD	NC3C Annual Conference	TBD	Public Information Officer	\$600
TBD	Other meetings/seminars/conferences	TBD	CM, Asst. CM, PIO, & EA	\$10,000
8/17/2016 - 8/21/2016	NC Municipal Clerks Summer Academy	Asheville, NC	City Clerk	\$1,850
8/29/2016 - 9/2/2016	SOG Clerk Certification Session #3	Chapel Hill, NC	City Clerk	\$900
10/24/2016 - 10/28/2016	SOG Clerk Certification Session #4	Chapel Hill, NC	City Clerk	\$900
2/2017 - 3/2017	IIMC Region III Meeting	TBD	City Clerk	\$1,250
3/2017 - 5/2017	NC Municipal Clerks One Day Academy	TBD	City Clerk	\$200
				<b>\$30,100</b>

General Administration

Org. 1020

Dues & Subscriptions 2016-17  
GL Acct # 73810

Name of Organization	Projected Cost
NC City and County Management Association (CM & ACM)	\$800
International City/County Management Association (CM & ACM)	\$2,400
New Bern Military Alliance	\$175
North Carolina City County Communicators	\$50
North Carolina Association of Government Information Officers	\$10
City County Communicators and Marketing Association	\$400
Unexpected overages in dues or subscriptions due to vacancies	\$500
Association of Executive & Administrative Professionals	\$50
American Water Works Association	\$200
American Public Works Association	\$200
North Carolina Association of Municipal Clerks	\$70
International Institute of Municipal Clerks	\$195
	<b>\$5,050</b>

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ -	\$ -	\$ -
<u>Operating</u>	<u>209,690</u>	<u>214,465</u>	<u>220,749</u>
Total:	\$ 209,690	\$ 214,465	\$ 220,749

Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

**Purpose and Mission:**

The primary mission of the City Attorney is to protect the legal interests of the City of New Bern. The City Attorney provides advice to the Mayor and Board of Aldermen, City boards and commissions, City administration and departments. He prepares for and attends Board of Aldermen meetings, researches questions raised, and prepares various resolutions and legal documents on behalf of the City.

**FY2016-17 Budget Highlights:**

*Operating:*

- 3% fee increase from FY 15-16 for legal fees.

**City of New Bern Budget  
Fiscal Year 2016-17**

**Fund:** General  
**Department:** Administration  
**Organization:** Legal

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
<b>Professional Services:</b>					
1111-1030-71120	Legal Professional Services	209,690	209,465	215,749	215,749
1111-1030-72841	Miscellaneous Legal Fees	0	5,000	5,000	5,000
<b>Total Professional Services</b>		<b>209,690</b>	<b>214,465</b>	<b>220,749</b>	<b>220,749</b>
<b>Legal Totals:</b>		<b>209,690</b>	<b>214,465</b>	<b>220,749</b>	<b>220,749</b>

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ -	\$ -	\$ -
Operating	196,068	163,500	136,000
Debt Service	-	-	-
Capital Outlay	-	-	-
Total:	\$ 196,068	\$ 163,500	\$ 136,000

Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

**Purpose and Mission:**

Special Appropriations are funds allocated to organizations, nonprofits, and various causes throughout the city that benefit the citizens of the City of New Bern. The appropriation for the Public Library is contractual in nature and is identified as such. Other types of funding in this section are for ward projects by the Mayor and each Alderman. Miscellaneous items and expenses that are not well integrated into other specific divisions of the budget are also included in Special Appropriations.

**FY2016-17 Budget Highlights:**

*Operating:*

- \$17,500 - funding for Craven 100 Alliance
- \$75,000 - funding for contractual agreement for Public Library
- Funding for ward appropriations remain at \$1,000 each
- \$2,000 - Christmas decorations
- \$30,000 - funding for Community Development, \$15,000 for Code Red alert system, and \$15,000 in funds for special projects that may arise during budget year as authorized by City Manager

**City of New Bern Budget  
Fiscal Year 2016-17**

**Fund**                    **General**  
**Department**        **Administration**  
**Organization:**      **Special Appropriations**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
<b>Contractual Obligations:</b>					
1111-1050-76120	Alliance for Economic Deveopment	40,158	20,000	17,500	17,500
1111-1050-76125	Public Library	75,000	75,000	75,000	75,000
<b>Subtotal Contractual Obligations</b>		<b>115,158</b>	<b>95,000</b>	<b>92,500</b>	<b>92,500</b>
<b>Non Contractual Appropriations:</b>					
1111-1050-76119	Craven Arts Council	2,062	0	0	0
1111-1050-76134	Swiss Bear	22,674	0	0	0
1111-1050-76136	Duffyfield Community	5,000	0	0	0
1111-1050-76137	Friends of Firemen's Museum	20,613	0	0	0
<b>Subtotal Non Contractual Appropriations</b>		<b>50,349</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ward Appropriations:</b>					
1111-1050-76126	Appropriation - Mayor	1,000	1,000	1,000	1,000
1111-1050-76127	Appropriation - Alderman 1st Ward	1,000	1,000	1,000	1,000
1111-1050-76128	Appropriation - Alderman 2nd Ward	1,000	1,000	1,000	1,000
1111-1050-76129	Appropriation - Alderman 3rd Ward	946	1,000	1,000	1,000
1111-1050-76130	Appropriation - Alderman 4th Ward	992	1,000	1,000	1,000
1111-1050-76131	Appropriation - Alderman 5th Ward	1,000	1,000	1,000	1,000
1111-1050-76132	Appropriation - Alderman 6th Ward	953	1,000	1,000	1,000
<b>Subtotal Ward Appropriations</b>		<b>6,891</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Miscellaneous:</b>					
1111-1050-76122	Taxes Due-Acquired Property	58	2,000	2,000	2,000
1111-1050-76123	Christmas Decorations	1,342	2,000	2,000	2,000
1111-1050-76133	OSHA Fines	0	2,500	2,500	2,500
1111-1050-76135	Community Development	22,270	55,000	30,000	30,000
<b>Subtotal Miscellaneous</b>		<b>23,670</b>	<b>61,500</b>	<b>36,500</b>	<b>36,500</b>
<b>Total Contracts, Grants &amp; Subsidies</b>		<b>196,068</b>	<b>163,500</b>	<b>136,000</b>	<b>136,000</b>
<b>Special Appropriations Totals:</b>		<b>196,068</b>	<b>163,500</b>	<b>136,000</b>	<b>136,000</b>

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ -	\$ 1,387	\$ -
Operating	24,270	33,850	41,200
Capital Outlay	-	16,600	26,000
Total:	\$ 24,270	\$ 51,837	\$ 67,200

Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

**Purpose and Mission:**

The purpose of public access programming is to show city government at work. The City of New Bern has access to a PEG television channel on cable channel 3 with Suddenlink Communications. City 3 TV is a public asset provided by Suddenlink Communications as partial compensation for its cable franchise.

**FY2016-17 Budget Highlights:**

*Operating:*

- \$4,000 - Professional services for filming and development of programming for CTV3
- \$3,000 - Software & hardware maintenance for CTV3
- \$26,000 - Swagit installation for remote recording of government meetings

**City of New Bern Budget  
Fiscal Year 2016-17**

**Fund:** General  
**Department:** Administration  
**Division:** PEG

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
<b>Personnel Services:</b>					
<b>Salaries</b>					
1111-1060-61101	Salaries - Regular	0	0	0	0
1111-1060-61121	Salaries - Overtime	0	1,000	0	0
<b>Subtotal Salaries</b>		<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>Fringe Benefits</b>					
1111-1060-62110	Social Security Tax	0	124	0	0
1111-1060-62112	Medicare Tax	0	29	0	0
1111-1060-62210	State Retirement	0	134	0	0
1111-1060-62220	401K	0	100	0	0
<b>Subtotal Fringe Benefits</b>		<b>0</b>	<b>387</b>	<b>0</b>	<b>0</b>
<b>Total Personnel Services</b>		<b>0</b>	<b>1,387</b>	<b>0</b>	<b>0</b>
<b>Professional Services:</b>					
1111-1060-71190	Other Professional Services	16,818	21,900	4,000	4,000
<b>Total Professional Services</b>		<b>16,818</b>	<b>21,900</b>	<b>4,000</b>	<b>4,000</b>
<b>Current Obligations &amp; Services:</b>					
1111-1060-72890	Miscellaneous Other Services	0	1,350	6,500	6,500
<b>Total Current Obligations &amp; Services</b>		<b>0</b>	<b>1,350</b>	<b>6,500</b>	<b>6,500</b>
<b>Fixed Charges &amp; Other Services:</b>					
1111-1060-73224	S & M Contracts-IT Equipment	6,000	8,500	17,200	17,200
<b>Total Fixed Charges &amp; Other Services</b>		<b>6,000</b>	<b>8,500</b>	<b>17,200</b>	<b>17,200</b>
<b>Supplies &amp; Materials:</b>					
1111-1060-74930	IT Supplies	1,452	500	13,500	13,500
1111-1060-74931	IT Eqt (Restricted - IT Use Only)	0	1,600	0	0
<b>Total Supplies &amp; Materials</b>		<b>1,452</b>	<b>2,100</b>	<b>13,500</b>	<b>13,500</b>
<b>Capital Expenses:</b>					
1111-1060-75120	IT Equipment	0	16,600	26,000	26,000
<b>Total Capital Expenses</b>		<b>0</b>	<b>16,600</b>	<b>26,000</b>	<b>26,000</b>
<b>PEG Totals:</b>		<b>24,270</b>	<b>51,837</b>	<b>67,200</b>	<b>67,200</b>



**Project Title:** City 3 TV Remote Record/Edit  
**Department:** General Government  
**Division:** PEG  
**Order of Priority for Dept:** 1

**Project Description:** Swagit Productions will install an EASE encoder and assume live and recorded production and editing of our monthly governmental and quasi-governmental board meetings. We will retain the ability to live broadcast in-

**Justification:** Recorded meetings will be available for playback from the website much quicker. The playback will include additional features, such as a copy of the agenda and the ability to instantly fast forward to a specific point in the recording by clicking on the appropriate agenda item. Additionally, this service saves significant staff time for PIO and IT and reduces salary and professional services budget.

**History and Current Status; Impact if Cancelled or Delayed:** City 3 TV launched on April 1, 2011. Since then, the City has used PIO & IT staff & (currently) outside contractors to fulfill recording and editing of our meetings. We have approximately 4-6 evening meetings per month. This operational structure requires training (in which we're paying two people to record and edit meetings for several months), and often creates overtime for IT staff. If cancelled or delayed, we would maintain this operational structure and maintain its increased budget levels.

**Proposed Start Date:** 7/1/2016  
**Est Completion Date:** 9/1/2016

**FY 2016-17 Dept Request:** \$26,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	\$ 26,000	-	-	-	-	\$ 26,000
<b>Total Project Cost:</b>						<b>\$26,000</b>

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 26,000	-	-	-	-	\$ 26,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
<b>Total:</b>						<b>\$26,000</b>

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000

**Budget Impact/Other:**

A cost comparison analysis of this service shows it could save the City \$15,000 per year by eliminating video contracting as well as our current streaming and on-demand library service. The "New/Additional Impact on Operating Budget" outlines the annual cost for recording & editing our meetings.

**Project Phases:**

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ 492,635	\$ 610,975	\$ 601,947
Operating	600,285	734,364	660,692
Debt Service	100,415	219,522	37,937
Capital Outlay	38,181	275,897	147,000
Total:	\$ 1,231,516	\$ 1,840,758	\$ 1,447,576

Full-Time Positions	8	7	7
Part-Time Positions	0	0	0

**Purpose and Mission:**

The mission of the IT Division is to provide a total source, single point resource for computer, telephony and system support for the City of New Bern.

**FY2016-17 Budget Highlights:**

*Personnel Services:*

- The IT Division is proposing a restructuring of our table of organization beginning this FY. The restructuring is intended to better utilize the knowledge and experience of senior personnel, improve the operational efficiency of the division, and provide a more logical career progression path for employees.

*Operating:*

- The requested operating budget for FY16-17 represents a reduction as compared to the FY15-16 operating budget. Although the reduction can be attributed to several factors, chief among them is the operational efficiencies gained through the extensive infrastructure consolidations that have been completed over the past several years.
- The requested operating budget provides for the anticipated costs of the ongoing operation, maintenance and support of the City's IT infrastructure as well as the implementation of several non-capital improvements.

*Capital:*

- The proposed projects include a new vehicle and several projects to improve the security and manageability of the City's IT systems.

**City of New Bern Budget  
Fiscal Year 2016-17**

**Fund:** General  
**Department:** General Government  
**Organization:** Information Technology

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
<b>Personnel Services:</b>					
<b>Salaries</b>					
1111-1510-61101	Salaries - Regular	326,172	416,310	415,326	415,326
1111-1510-61103	Salaries - Accum Vac Payout	268	0	0	0
1111-1510-61106	Salaries & Wages Storm Regular	402	0	0	0
1111-1510-61121	Salaries - Overtime	3,774	10,000	6,000	6,000
1111-1510-61122	Salaries & Wages Storm Overtime	186	0	0	0
1111-1510-61131	Salaries - Standby	6,365	9,660	9,800	9,800
1111-1510-61141	Salaries - Call Back	4,632	6,000	9,000	9,000
1111-1510-61181	Salaries - Taxable Benefits	3,900	5,544	5,096	5,096
<b>Subtotal Salaries</b>		<b>345,699</b>	<b>447,514</b>	<b>445,222</b>	<b>445,222</b>
<b>Fringe Benefits</b>					
1111-1510-62110	Social Security Tax	20,351	27,746	27,604	27,604
1111-1510-62112	Medicare Tax	4,760	6,489	6,456	6,456
1111-1510-62210	State Retirement	19,841	29,850	32,279	32,279
1111-1510-62220	401K	14,049	22,376	22,262	22,262
1111-1510-62810	Health/Life Insurance	87,935	77,000	67,248	67,248
1111-1510-62820	Workers' Compensation	0	0	876	876
<b>Subtotal Fringe Benefits</b>		<b>146,936</b>	<b>163,461</b>	<b>156,725</b>	<b>156,725</b>
<b>Total Personnel Services</b>		<b>492,635</b>	<b>610,975</b>	<b>601,947</b>	<b>601,947</b>
<b>Current Obligations &amp; Services:</b>					
1111-1510-71190	Other Professional Services	3,500	0	11,500	11,500
1111-1510-72130	Employee Travel & Training	486	14,095	22,300	22,300
1111-1510-72210	Telephone Service	43,588	52,610	49,410	49,410
1111-1510-72532	Central Garage Charges	1,485	2,158	2,249	2,249
1111-1510-72590	R & M - Other	0	2,500	5,500	5,500
1111-1510-72790	Advertising	96	0	0	0
1111-1510-72820	Temporary Help Services	29,212	25,000	10,000	10,000
1111-1510-72890	Miscellaneous Other Services	26,301	28,156	25,000	25,000
<b>Total Current Obligations &amp; Services</b>		<b>104,668</b>	<b>124,519</b>	<b>125,959</b>	<b>125,959</b>
<b>Fixed Charges &amp; Other Services:</b>					
1111-1510-73130	Lease Program – Copier/Printer	0	0	1,708	1,708
1111-1510-73224	S & M Contracts-IT Equipment	424,550	484,079	472,000	472,000
<b>Total Fixed Charges &amp; Other Services</b>		<b>424,550</b>	<b>484,079</b>	<b>473,708</b>	<b>473,708</b>

**City of New Bern Budget  
Fiscal Year 2016-17**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
<b>Supplies &amp; Materials:</b>					
1111-1510-74510	Fuel Charges	296	750	300	300
1111-1510-74610	Office Supplies & Materials	454	925	1,325	1,325
1111-1510-74914	Furniture & Eqmt Non-Capital	0	2,200	5,900	5,900
1111-1510-74930	IT Supplies	70,265	121,891	14,000	14,000
1111-1510-74931	IT Eqt (Restricted - IT Use Only)	0	0	39,500	39,500
1111-1510-74999	Non-Declared Storm Charges	30	0	0	0
1111-1510-74996	Storm Supplies	22	0	0	0
<b>Total Supplies &amp; Materials</b>		<b>71,067</b>	<b>125,766</b>	<b>61,025</b>	<b>61,025</b>
<b>Capital Expenses:</b>					
1111-1510-75120	IT Equipment	38,181	178,297	122,000	122,000
1111-1510-75122	I/P IT Equipment	0	97,600	0	0
1111-1510-75212	I/P Motor Vehicles	0	0	25,000	25,000
<b>Total Capital Expenses</b>		<b>38,181</b>	<b>275,897</b>	<b>147,000</b>	<b>147,000</b>
<b>Installment Payments:</b>					
1111-1510-77101	I/P Principal Payments	95,583	198,900	36,540	36,540
1111-1510-77201	I/P Interest Payments	4,832	20,622	1,397	1,397
<b>Total Installment Payments</b>		<b>100,415</b>	<b>219,522</b>	<b>37,937</b>	<b>37,937</b>
<b>Information Technology Totals:</b>		<b>1,231,516</b>	<b>1,840,758</b>	<b>1,447,576</b>	<b>1,447,576</b>

## POSITION SUMMARY

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Fund:	General	
Department:	General Government	
Org:	Information Technology	1510

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PERSONNEL

		<b>FY2015-16</b>		<b>Approved FY2016-17</b>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Information Technology Manager	23	1	1	1
Senior IT Analyst <i>Previously titled 'Network Administrator'</i>	19 <i>Previous Grade '18'</i>	1	1	1
IT Systems Analyst	18	1	1	1
IT Infrastructure Analyst <i>Previously titled 'Network Analyst'</i>	18	1	1	1
Senior IT Technician <i>New position title</i>	17	0	0	1
IT Technician	16	3	3	2
<b>Full-Time Total</b>		<b>7</b>	<b>7</b>	<b>7</b>

Travel & Training Request 2016-17  
 GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
N/A - No Travel	Cisco Switching	Online Class, No Travel	Lee Jones, Suzanne Bennett	\$3,600
Throughout the FY	Staff Travel With Personal Vehicles	In & around New Bern	IT Staff	\$800
Spring 2017	Nclgisa Conference	Wilmington, NC	Two Members of IT Staff	\$600
Fall 2016	SANS Security Class	Tysons Corner, VA	Tony Gatlin, Linda Monnier	\$11,500
N/A - No Travel	Window Server 2012 Administration	Online Class, No Travel	Lee Jones	\$3,600
Throughout the FY	Tolls and Other Miscellaneous Travel Expenses	Various	IT Staff	\$100
N/A - No Travel	Online On-Demand Training (Lynda.com)	Online Training, No Travel	IT Staff	\$2,100
				<b>\$22,300</b>

**1. PURPOSE:**

**TYPE OF REQUEST**

**REASONS FOR REQUEST**

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New Position - Full Time | <input type="checkbox"/> Internship                       | <input type="checkbox"/> New Program            | <input checked="" type="checkbox"/> Administrative Reorganization |
| <input type="checkbox"/> New Position - Part Time            | <input type="checkbox"/> Division/Department Transfer     | <input type="checkbox"/> Expanded Program       | <input type="checkbox"/> Operation of New Capital Improvement     |
| <input type="checkbox"/> Temporary Position - Full Time      | <input type="checkbox"/> Elimination of Position          | <input type="checkbox"/> Temporary Vacancy      | <input type="checkbox"/> Economy of Operations                    |
| <input type="checkbox"/> Temporary Position - Part Time      | <input type="checkbox"/> Hold Vacant Position             | <input type="checkbox"/> Temporary Program/Need | <input type="checkbox"/> Other                                    |
| <input type="checkbox"/> Upgrade Part Time to Full Time      | <input type="checkbox"/> Grant-Funded Position            |   |   |
| <input type="checkbox"/> Upgrade Seasonal to Part-Time       | <input checked="" type="checkbox"/> Position Modification |   |   |

**2. JUSTIFICATION:** Supports an IT Division reorganization intended to clearly delineate planning and execution responsibilities, better segregate supervision and task management, better utilize senior employee knowledge/skills, and provide a logical career progression path.

**3. DESCRIPTION OF POSITION(S) REQUESTED/VACATED:**

Number Of Positions	Position Title	Estimated Date of Hire/Vacancy	Previous Grade/Salary	Proposed Grade/Salary	Estimated Cost Salary & Benefits This Year	Estimated Cost Salary & Benefits Each Year	Additional Cost (e.g. Equipment, Training, Uniforms) This Year	Additional Cost (e.g. Equipment, Training, Uniforms) Each Year
1	Senior IT Analyst (replaces Network Administrator)	7/1/2016	18	19	97,872.30	97,872.30	0	0

**4. ADDITIONAL INFORMATION**

<b>A. For Grant-Funded Positions Only</b>				<b>B. Total Number of Positions</b>		
1.	Total amount of grant award:	\$			Actual	Requested
2.	For what period of time is grant awarded?	From:	To:		Full-time	
3.	Are local matching funds required?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		Part-time	
4.	Is grant renewable?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Yes, upon reapplication and award: <input type="checkbox"/>		
5.	What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/>	Overtime: <input type="checkbox"/>	Benefits:		
		Uniforms: <input type="checkbox"/>	Equipment: <input type="checkbox"/>	Training:		
		Other:				
6.	Do you anticipate retaining this position after grant funding expires?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>			
7.	Does the grant require position to be sustained? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, length of time:					

**ATTACHMENTS** (if applicable):

<input checked="" type="checkbox"/>	Job Description(s)	<input type="checkbox"/>	Grant Specifications
<input type="checkbox"/>	Position Announcement	<input type="checkbox"/>	Other
<input checked="" type="checkbox"/>	Organizational Chart		

**REVIEWED BY:**

Human Res. \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED:** Yes  No

City Manager \_\_\_\_\_ Date: \_\_\_\_\_

**1. PURPOSE:**

**TYPE OF REQUEST**

**REASONS FOR REQUEST**

- New Position - Full Time
- New Position - Part Time
- Temporary Position - Full Time
- Temporary Position - Part Time
- Upgrade Part Time to Full Time
- Upgrade Seasonal to Part-Time

- Internship
- Division/Department Transfer
- Elimination of Position
- Hold Vacant Position
- Grant-Funded Position
- Position Modification

- New Program
- Expanded Program
- Temporary Vacancy
- Temporary Program/Need
- Administrative Reorganization
- Operation of New Capital Improvement
- Economy of Operations
- Other

**2. JUSTIFICATION:** Supports an IT Division reorganization intended to clearly delineate planning and execution responsibilities, better segregate supervision and task management, better utilize senior employee knowledge/skills, and provide a logical career progression path.

**3. DESCRIPTION OF POSITION(S) REQUESTED/VACATED:**

Number Of Positions	Position Title	Estimated Date of Hire/Vacancy	Previous Grade/Salary	Proposed Grade/Salary	Estimated Cost Salary & Benefits This Year	Estimated Cost Salary & Benefits Each Year	Additional Cost (e.g. Equipment, Training, Uniforms) This Year	Additional Cost (e.g. Equipment, Training, Uniforms) Each Year
1	IT Infrastructure Analyst (replaces Network Analyst)	7/1/2016	18	18	\$81,481.38	\$81,481.38	0	0

**4. ADDITIONAL INFORMATION**

<b>A. For Grant-Funded Positions Only</b>				<b>B. Total Number of Positions</b>		
1.	Total amount of grant award:	\$			Actual	Requested
2.	For what period of time is grant awarded?	From:	To:		Full-time	
3.	Are local matching funds required?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		Part-time	
4.	Is grant renewable?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Yes, upon reapplication and award: <input type="checkbox"/>		
5.	What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/>	Overtime: <input type="checkbox"/>	Benefits:		
		Uniforms: <input type="checkbox"/>	Equipment: <input type="checkbox"/>	Training:		
		Other:				
6.	Do you anticipate retaining this position after grant funding expires?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>			
7.	Does the grant require position to be sustained? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, length of time:					

**ATTACHMENTS** (if applicable):

<input checked="" type="checkbox"/>	Job Description(s)	<input type="checkbox"/>	Grant Specifications
<input type="checkbox"/>	Position Announcement	<input type="checkbox"/>	Other
<input checked="" type="checkbox"/>	Organizational Chart		

**REVIEWED BY:**

Human Res. \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED:** Yes  No

City Manager \_\_\_\_\_ Date: \_\_\_\_\_

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**1. PURPOSE:**

**TYPE OF REQUEST**

**REASONS FOR REQUEST**

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New Position - Full Time | <input type="checkbox"/> Internship                   | <input type="checkbox"/> New Program            | <input checked="" type="checkbox"/> Administrative Reorganization |
| <input type="checkbox"/> New Position - Part Time            | <input type="checkbox"/> Division/Department Transfer | <input type="checkbox"/> Expanded Program       | <input type="checkbox"/> Operation of New Capital Improvement     |
| <input type="checkbox"/> Temporary Position - Full Time      | <input type="checkbox"/> Elimination of Position      | <input type="checkbox"/> Temporary Vacancy      | <input type="checkbox"/> Economy of Operations                    |
| <input type="checkbox"/> Temporary Position - Part Time      | <input type="checkbox"/> Hold Vacant Position         | <input type="checkbox"/> Temporary Program/Need | <input type="checkbox"/> Other                                    |
| <input type="checkbox"/> Upgrade Part Time to Full Time      | <input type="checkbox"/> Grant-Funded Position        |   |   |
| <input type="checkbox"/> Upgrade Seasonal to Part-Time       | <input type="checkbox"/> Position Modification        |   |   |

**2. JUSTIFICATION:** Supports an IT Division reorganization intended to clearly delineate planning and execution responsibilities, better segregate supervision and task management, better utilize senior employee knowledge/skills, and provide a logical career progression path.

**3. DESCRIPTION OF POSITION(S) REQUESTED/VACATED:**

Number Of Positions	Position Title	Estimated Date of Hire/Vacancy	Previous Grade/Salary	Proposed Grade/Salary	Estimated Cost Salary & Benefits This Year	Estimated Cost Salary & Benefits Each Year	Additional Cost (e.g. Equipment, Training, Uniforms) This Year	Additional Cost (e.g. Equipment, Training, Uniforms) Each Year
1	Senior IT Technician (replaces one IT Technician)	7/1/2016	16	17	72,264.00	72,264.00	0	0

**4. ADDITIONAL INFORMATION**

<b>A. For Grant-Funded Positions Only</b>				<b>B. Total Number of Positions</b>		
1.	Total amount of grant award:	\$			Actual	Requested
2.	For what period of time is grant awarded?	From:	To:		Full-time	
3.	Are local matching funds required?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		Part-time	
4.	Is grant renewable?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Yes, upon reapplication and award: <input type="checkbox"/>		
5.	What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/>	Overtime: <input type="checkbox"/>	Benefits:		
		Uniforms: <input type="checkbox"/>	Equipment: <input type="checkbox"/>	Training:		
		Other:				
6.	Do you anticipate retaining this position after grant funding expires?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>			
7.	Does the grant require position to be sustained? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, length of time:					

**ATTACHMENTS** (if applicable):

<input checked="" type="checkbox"/>	Job Description(s)	<input type="checkbox"/>	Grant Specifications
<input type="checkbox"/>	Position Announcement	<input type="checkbox"/>	Other
<input checked="" type="checkbox"/>	Organizational Chart		

**REVIEWED BY:**

Human Res. \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED:** Yes  No

City Manager \_\_\_\_\_ Date: \_\_\_\_\_

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**Project Title:** IT Vehicle Replacement  
**Department:** Administration  
**Division:** Information Technology  
**Order of Priority for Dept:** 1

**Project Description:** Replace the vehicle currently used by Information Technology (2003 Ford Escape) with a 2 passenger cargo van.

**Justification:** The current vehicle used by Information Technology is becoming less reliable and is not suited for transporting IT equipment. It has limited cargo space and there is no means of adequately securing cargo which exposes the equipment to potential damage. Also, there is a potential for injury to IT personnel as they attempt to load bulky equipment into the back seat and rear cargo hatch of a vehicle that is not designed for this purpose.

**History and Current Status; Impact if Cancelled or Delayed:** The current vehicle underwent a major repair when it broke down during hurricane preparations several years ago, and is reaching the age in which reliability issues are becoming more of a concern.

**Proposed Start Date:** 7/1/2016  
**Est Completion Date:** 8/1/2016

**FY 2016-17 Dept Request:** \$25,000

Project Expenditures						Total
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	\$ 25,000	-	-	-	-	\$ 25,000
Hardware / Software:	-	-	-	-	-	\$ -
<b>Total Project Cost:</b>						<b>\$25,000</b>

Funding Source(s)						Total
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	
Revenue:	-	-	-	-	-	\$ -
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 25,000	-	-	-	-	\$ 25,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
<b>Total:</b>						<b>\$25,000</b>

New/Additional Impact on Operating Budget						Total
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,500
Other (Please Specify):	-	-	-	-	-	\$ -

**Budget Impact/Other:**

**Project Phases:**



**Project Title:** Wireless Network Technology Refresh  
**Department:** Administration  
**Division:** IT  
**Order of Priority for Dept:** 4

**Project Description:** This project will replace the City's aging wireless infrastructure, provide for secure wireless access to internal network resources from mobile devices (City tablets, City and employee-owned smartphones, etc.), provide remote management capabilities for mobile devices, and provide wireless internet access for visitors to major City facilities.

**Justification:** The use of mobile devices such as smartphones and tablets has increased substantially over the past year. This trend is anticipated to continue as requirements for mobile access to City IT network resources continue to emerge. This project is intended to implement the infrastructure to support these requirements and provide the capability to secure and manage the mobile devices used to access internal network resources wirelessly.

**History and Current Status; Impact if Cancelled or Delayed:** The current system does not have the ability to give wireless clients access to the internal city network. The management of the current system is cumbersome and the system is nearing its end of useful life. If this project is not completed the city will continue to have limited mobile computing capabilities.

**Proposed Start Date:** 12/1/2016  
**Est Completion Date:** 4/1/2017

**FY 2016-17 Dept Request:** \$60,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	\$ 15,000	-	-	-	-	\$ 15,000
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	\$ 45,000	-	-	-	-	\$ 45,000
<b>Total Project Cost:</b>						<b>\$60,000</b>
Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 60,000	-	-	-	-	\$ 60,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
<b>Total:</b>						<b>\$60,000</b>
New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

**Budget Impact/Other:**

**Project Phases:**

The initial cost includes a 3 year license. At the end of that 3 year period, we will have to renew the license.



**Project Title:** Network Security Vulnerability Management  
**Department:** Administration  
**Division:** Information Technology  
**Order of Priority for Dept:** 8

**Project Description:** Implementation of advanced IT system vulnerability scanning and analysis capability.

**Justification:** Identifying IT system vulnerabilities that could potentially be exploited by viruses, hackers, disgruntled employees, etc. involves examining and analyzing literally millions of pieces of constantly changing system configuration data. This task is impossible to perform manually. This project proposes to implement a modern vulnerability scanning system along with supporting analysis software to identify, classify and prioritize vulnerabilities in our IT systems. This will allow us to direct our resources at mitigating the vulnerabilities that pose the greatest risk to the integrity of our systems and data.

**History and Current Status; Impact if Cancelled or Delayed:** Proper IT system security is best described as layers of protective technologies. These defenses begin with firewalls that separate the outer edge of the network from the internet, and continue inward with additional technologies such as SPAM filters on the email system and antivirus software on individual servers and workstations. All of these technologies have been implemented on the City's network. While this affords us a high degree of protection there are still very serious threats that the existing defenses cannot stop. Vulnerability scanning and analysis is now accepted as an industry best practice for mitigating a number of serious threats that are sophisticated enough to avoid detection by the security measures we now have in place. Failure to implement vulnerability scanning leaves the City's critical IT systems with an unacceptably high level of exposure to these threats.

**Proposed Start Date:** 1/2/2017  
**Est Completion Date:** 6/30/2017

**FY 2016-17 Dept Request:** \$62,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	\$ 6,000	-	-	-	-	\$ 6,000
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	\$ 56,000	-	-	-	-	\$ 56,000
<b>Total Project Cost:</b>						<b>\$62,000</b>

Funding Source(s)						
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Revenue:	\$ 62,000	-	-	-	-	\$ 62,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
<b>Total:</b>						<b>\$62,000</b>

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000

**Budget Impact/Other:**

**Project Phases:**

Impact on out year operating budget is for annual licensing/support costs.