

<u>Expenditures</u>	<u>FY13-14 Actuals</u>	<u>FY 14-15 Adjusted Budget</u>	<u>FY15-16 Approved Budget</u>
Personnel Services	\$ 517,603	\$ 648,889	\$ 610,975
Operating	686,793	830,490	703,084
Debt Service	62,342	100,416	219,522
Capital Outlay	398,360	122,857	126,368
Total:	\$ 1,665,098	\$ 1,702,652	\$ 1,659,949

Full-Time Positions	8	8	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.

FY15-16 Budget Highlights:

Personnel Services:

- Eliminated Office Systems Technician, which reduced funded position count from 8 to 7

Operating:

- Maintenance & Support Contracts - Contractual agreements will exist with various vendors to ensure that maintenance, repair and critical security updates are readily available for New Bern's IT systems. It will also ensure the availability of critical skill sets for the management of network perimeter security devices (firewalls), network infrastructure, databases, and critical applications.
- Network Security - This budget also includes funding to improve the security posture of the network and to more efficiently and securely manage mobile devices, to include smartphones and tablets on the network.

Capital:

- Financial System Enhancement - Banner will be upgraded to include a new user-friendly graphical interface, Document Imaging, and Employee Self Service capabilities. This will greatly improve the utility and efficiency of the system by providing the capability for end users to view invoices and other documentation directly inside of Banner, and to retrieve financial information from the system without assistance from HR, Accounting or Warehouse personnel.

**City of New Bern Budget
Fiscal Year 2015-16**

Fund: General
 Department: General Government
 Organization: Information Technology

Account Number	Description	Actual Last Year FY 2013-14	Adjusted Budget FY 2014-15	Manager's Recommended FY 2015-16	Approved Budget FY 2015-16
Personnel Services:					
Salaries					
1111-1510-61101	Salaries - Regular	334,753	439,956	416,310	416,310
1111-1510-61103	Salaries - Accum Vac Payout	5,318	0	0	0
1111-1510-61106	Salaries & Wages Storm Regular	1,176	0	0	0
1111-1510-61121	Salaries - Overtime	8,184	10,000	10,000	10,000
1111-1510-61131	Salaries - Standby	7,805	7,000	9,660	9,660
1111-1510-61141	Salaries - Call Back	5,180	6,000	6,000	6,000
1111-1510-61142	Salaries & Wages Storm Call Back	210	0	0	0
1111-1510-61181	Salaries - Taxable Benefits	3,959	5,544	5,544	5,544
	Subtotal Salaries	366,585	468,500	447,514	447,514
Fringe Benefits					
1111-1510-62110	Social Security Tax	21,632	29,047	27,746	27,746
1111-1510-62112	Medicare Tax	5,059	6,794	6,489	6,489
1111-1510-62210	State Retirement	21,276	33,123	29,850	29,850
1111-1510-62220	401K	15,046	23,425	22,376	22,376
1111-1510-62810	Health/Life Insurance	88,005	88,000	77,000	77,000
	Subtotal Fringe Benefits	151,018	180,389	163,461	163,461
	Total Personnel Services	517,603	648,889	610,975	610,975
Current Obligations & Services:					
1111-1510-71190	Other Professional Services	5,022	3,500	0	0
1111-1510-72130	Employee Travel & Training	10,326	2,800	14,095	14,095
1111-1510-72210	Telephone Service	35,299	49,580	52,610	52,610
1111-1510-72532	Central Garage Charges	2,153	2,203	2,158	2,158
1111-1510-72590	R & M - Other	345	2,500	2,500	2,500
1111-1510-72820	Temporary Help Services	23,955	39,000	25,000	25,000
1111-1510-72890	Miscellaneous Other Services	43,642	67,168	27,000	27,000
	Total Current Obligations & Services	120,742	166,751	123,363	123,363
Fixed Charges & Other Services:					
1111-1510-73160	Lease Payments-Computers	244	0	0	0
1111-1510-73224	S & M Contracts-IT Equipment	450,212	497,432	484,079	484,079
	Total Fixed Charges & Other Services	450,456	497,432	484,079	484,079
Supplies & Materials:					
1111-1510-74510	Fuel Charges	224	600	750	750
1111-1510-74610	Office Supplies & Materials	1,190	925	925	925
1111-1510-74914	Furniture & Eqmt Non-Capital	797	1,200	2,200	2,200
1111-1510-74930	IT Supplies	113,071	163,582	91,767	91,767
1111-1510-74999	Non-Declared Storm Charges	313	0	0	0
1111-1510-74996	Storm Supplies - Arthur	314	0	0	0
	Total Supplies & Materials	115,595	166,307	95,642	95,642

**City of New Bern Budget
Fiscal Year 2015-16**

Account Number	Description	Actual Last Year FY 2013-14	Adjusted Budget FY 2014-15	Manager's Recommended FY 2015-16	Approved Budget FY 2015-16
Capital Expenses:					
1111-1510-75120	IT Equipment	398,360	122,857	28,768	28,768
1111-1510-75122	I/P IT Equipment	0	0	97,600	97,600
Total Capital Expenses		398,360	122,857	126,368	126,368
Installment Payments:					
1111-1510-77101	I/P Principal Payments	59,043	95,584	198,900	198,900
1111-1510-77201	I/P Interest Payments	3,299	4,832	20,622	20,622
Total Installment Payments		62,342	100,416	219,522	219,522
Information Technology Totals:		1,665,098	1,702,652	1,659,949	1,659,949

POSITION SUMMARY

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

PERSONNEL

		FY2014-15		Approved FY2015-16
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Information Technology Manager	23	1	1	1
IT Systems Analyst	18	1	1	1
Network Administrator	18	1	1	1
Network Analyst	18	1	1	1
IT Technician	16	3	2	3
Office Systems Technician	12	1	0	0
Full-Time Total		8	6	7

Information Technology

Org. 1510

Travel & Training Request 2015-16
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
N/A	Cisco ASA Firewall Administration	Online Class, No Travel	Lee Jones, Suzanne Bennett	\$3,595
Throughout FY2015-2016	Staff Travel With Personal Vehicles	In & around New Bern	IT Staff	\$800
Spring 2016	Nclgisa Conference	Wilmington, NC	Two Members of IT Staff	\$1,200
N/A	Cisco UCS Administration	Online Class, No Travel	Lee Jones, Suzanne Bennett	\$3,500
N/A	Citrix XenApp Basic Administration	Online Class, No Travel	James Gray, Justin White	\$5,000
				\$14,095



Project Title: Server to Replace Domain Controller
Department: Finance
Division: Information Technology

Project Description: Replace physical domain controller server.

Justification: We maintain a physical domain controller server per best practice standards. The server is seven years old and needs to be replaced.

History and Current Status; Impact if Cancelled or Delayed: We will continue to run on unsupported hardware and risk more time to recover from a failure.

Proposed Start Date: 10/15/2015
Est Completion Date: 11/15/2015

FY 2015-16 Dept Request: \$9,000

Project Expenditures						
Activity:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	\$ 9,000	-	-	-	-	\$ 9,000
Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$9,000

Funding Source(s)						
	FY 15-16	FY 16-17	FY 17-18	FY 19-20	FY 19-20	Total
Revenue:	\$ 9,000	-	-	-	-	\$ 9,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$9,000

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

Budget Impact/Other:

Project Phases:



Project Title: Financial Software Improvements
Department: Finance
Division: Information Technology

Project Description: Hardware and software required to support improvements of current Financial System.

Justification: To improve employee efficiencies city-wide

History and Current Status; Impact if Cancelled or Delayed: The current version of our financial software requires users to enter obscure commands to retrieve information from the system. Due to this complexity, users of the system frequently require assistance from HR, Accounting and Warehouse personnel to retrieve information needed to do their jobs. This upgrade will provide users with a modern, point and click interface that will greatly reduce the need for assistance in retrieving needed data from the system. Additionally, the upgrade will add a document imaging solution which will make scanned images of all paper documents related to a specific acquisition retrievable by searching on a parameter such as a Purchase Order number, eliminating the need to search through multiple paper files to locate these documents. The document imaging solution will also allow the City to retire it's LaserFishe scanning system, eliminating the maintenance contracts and other support overhead associated with that system.

Proposed Start Date: 7/1/2015
Est Completion Date: 7/1/2016

FY 2015-16 Dept Request: \$97,600

Project Expenditures						
Activity:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	\$ 97,600	-	-	-	-	\$ 97,600
Total Project Cost:						\$97,600

Funding Source(s)						
	FY 15-16	FY 16-17	FY 17-18	FY 19-20	FY 19-20	Total
Revenue:	-	-	-	-	-	\$ -
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 97,600	-	-	-	-	\$ 97,600
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$97,600

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

Budget Impact/Other:
None other than impacts identified on this form.

Project Phases:
The upgrade will initially be implemented in test mode. As the configurations and features are verified to be working properly they will be implemented in the production version of the software.



Project Title: New Financial Servers
Department: Finance
Division: Information Technology

Project Description: New Financial Servers will need to be purchased to accommodate the increased versions of the existing Banner/GOV Financial Software. The current server hardware is unable to be upgraded to accommodate the newest Software Version and will have to be replaced.

Justification: New Financial Servers will replace the existing GOV Server configuration which is over 10 years old and has met its useful service life with Hardware and Software facing imminent end of vendor support.

History and Current Status; Impact if Cancelled or Delayed: This upgrade will need to be done at the start of the FY to ensure that citizens and employees will not be inconvenienced in any way and allow a continuity of service.

Proposed Start Date: 8/1/2015
Est Completion Date: 12/1/2015

FY 2015-16 Dept Request: \$19,768

Project Expenditures						
Activity:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	\$ 4,500	-	-	-	-	\$ 4,500
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	\$ 15,268	-	-	-	-	\$ 15,268
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$19,768

Funding Source(s)						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total
Revenue:	\$ 19,768	-	-	-	-	\$ 19,768
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$19,768

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

Budget Impact/Other:

Project Phases:

Secure Consultant Availability (July, 2015) Bid and order GOV Servers (Aug 2015) Install and Configure GOV Servers (Aug 2015) , Have GOV test group test new servers (Sept/Oct 2015), GOV upgrade after final FY modifications done (Oct 2015), Go Live with GOV Servers (Dec 2015)