

# <u>2007 – 2008 Proposed Budget --- Budget Summary</u> <u>Information Systems & Services Fund – Internal IS</u>

### <u>2007 – 2008 Internal - Information Systems</u> <u>Budget Highlights</u>

- ♠ No proposed changes in personnel.
- New Programs, Projects, or Equipment:
  - Significant increase in software maintenance due to ensuring compliance, and new programs such as Visionair (police and fire) and the new ERP financial system.
  - Support of new ERP financial system implementation, hardware, network, systems analysis, and other technical services as needed.
  - \$7,379 --- IS Personnel Computer Equipment:
    - Multiple monitor configurations 2
    - Networked hard drives for document imaging storage
    - Miscellaneous equipment, software, reference manuals, surge protectors, PDAs, etc.
  - Replacement of 35 desktop computers comprising approximately 20% of total. 21 machines are being redeployed to less demanding environments.
  - Computer network is very stable and secure. It is showing the results of investment in infrastructure. The Department is well positioned to support current City services.
  - Support for facility planning for new Public Safety Building and move of Community Development into new building. Requires significant considerations for electronic connectivity.

### **Full-Time Equivalents**

	<u>2006 - 2007</u>	<u>Change</u>	<u>2007 - 2008</u>
FTE Adopted Budget No Change	3.00	0.00	
FTE Proposed Budget			3.00

### **Short- and Long-Term Issues**

**↑ Short-Term Issues** --- addressed by 2007 – 2008 Proposed Budget

#### **⚠** Long-Term Issues

- Partner with the Finance Department for the implementation of the selected ERP financial system from New World Systems, as well as expanding the functionality of the system throughout the City.
- Continue to train and equip the IS staff in the use of technology tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.
- Further enhance and expand the City website. Ensure that the information is consistently updated and that all training requirements are completed.

# <u>2007 – 2008 Proposed Budget --- Budget Summary</u> <u>Information Systems & Services Fund – Internal IS</u>

### **Core Services**

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide reasonable network, hardware, and software resources to City departments for the accomplishment of their business tasks.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.



The network servers on the City network have total storage capacity of 1,583 gigabytes.



On an average day, there are over 16,000 internet transactions on the City network.



There are 184 desktop computers and laptops throughout City departments.



There are 19 application servers on the City network.

On average, there are over 200 attempted virus and/or spyware attacks on the City network per day.





# **1993** City's first Information Systems Manager hired – Lloyd Lowry.

- 1995 Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.
- 1995 System Administrative Specialist hired to help with expanding City IS needs.
- 1996 City transitions to Microsoft
  Office Suite Outlook, WORD,
  EXCEL, & Powerpoint. Email
  begins!
- 1998 City hires Wide-Area Network Administrator and shares cost 50-50 with McMinnville School District #40.
- 1998 YCOM's Information Specialist becomes a City employee managed by the City's IS Manager. Also, City's IS personnel cover for YCOM's Information Specialist when he is on leave.
- **2001** City Manager Taylor appoints Johnny Vinson IS Director on Lloyd Lowry's resignation.

# <u>Information Systems & Services Fund – Internal IS ---</u> <u>Historical Highlights</u>

2001	McMinnville School
	District #40 eliminates
	cost sharing of Wide-
	Area Network
	Administrator position.
	Position assimilated into
	City budget.

- 2001 Network Administrator position added to support expanding City network total file server count 5
- 2002 IS Department
  Completed migration of
  City network from a
  combined Novell and
  Windows NT system to
  Windows 2000,
  standardizing operating
  systems City-wide.
- 2003 Partnership formed with Yamhill County for management of IS services; City director position eliminated.
- 2003 Restructure of IS
  Department begins to
  better serve City
  network and City
  department software
  application needs.

2004 Software application support position filled. IS Department personnel restructure complete – 3 FTE plus YCOM IS Technician.

- **2004** Plan and move physical location of IS Department to the Community Center.
- 2005 Completed move of all City telephones back onto City-County telephone system.
- 2006 Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state.
- **2006** Completion of new computer equipment room with backup generator in Community Center.
- 2006 Partnered with Finance
  Department in selection of
  new Logos.net ERP financial
  system from New World
  Systems, Inc.

# <u>Information Systems & Services Fund – Internal IS ---</u> <u>Historical Highlights</u>

2006 Assisted in transition of YCOM from city-supported entity to county-supported entity.

2007 Partnered with Yamhill
County and assumed Project
Management and problem
resolution of the City Public
Safety radio system.



There are, on average, over 400 spam e-mail messages blocked per day that are destined to City e-mail addresses.

ACTUAL	ACTUAL	BUDGET			NUMBER OF	PROPOSED	APPROVED	ADOPTED
2004-05	2005-06	2006-07			EMPLOYEES	2007-08	2007-08	2007-08
				REQUIREMENTS				
				PERSONAL SERVICES				
0	55,172	66,031	80273-00	IS ANALYST III	1.00	68,085	68,085	68,085
			Matthew Ho	ffman				
104,342	54,738	56,037	<b>80353-00</b> Scott Burke	IS ANALYST II	1.00	53,716	53,716	53,716
44,345	47,810	52,663	80373-00	IS ANALYST I	1.00	54,518	54,518	54,518
			Scott Neubi	g				
2,831	9,177	8,000	80386-00	OVERTIME	0.00	9,000	9,000	9,000
			activity perio	l maintenance scheduled after working hours and occasional ext ods.	ra work required during	реак		
0	0	0	80388-00	FRINGE BENEFITS:	0.00	0	0	0
10,679	11,781	13,979	80389-00	FICA	0.00	14,177	14,177	14,177
28,664	40,405	44,202	80390-00	PERS - OPSRP - IAP	0.00	42,623	42,623	42,623
18,762	21,773	29,508	80391-00	MEDICAL INSURANCE	0.00	24,504	24,504	25,176
206	195	207	80392-00	LIFE INSURANCE	0.00	207	207	207
426	435	492	80393-00	WORKERS' COMPENSATION INS	0.00	492	492	492
0	0	1,000	80394-00	UNEMPLOYMENT	0.00	500	500	500
860	882	995	80395-00	DISABILITY INSURANCE	0.00	1,005	1,005	1,005
11,115	242,368	273,114	TOT	AL PERSONAL SERVICES	3.00	268,827	268,827	269,499
				MATERIALS & SERVICES				
414	112	500	80420-00	EMPLOYEE DEVELOPMENT	0.00	400	400	400
			"In-house" p	presentations, seminars, and workshops providing continuing dev	velopment for City empl	oyees.		
5,725	8,448	7,500	80421-00	TRAVEL & EDUCATION	0.00	7,500	7,500	7,500
				aining, network training, desktop training, and application develo openses to seminars and conferences.	pment training, includes	s travel		
226	174	1,000	80431-00	VEHICLE EXPENSE	0.00	1,000	1,000	1,000
0.550	4 400	0.000		d vehicle maintenance.	0.00	0.000	0.000	2 222
3,552	4,488	6,000	80451-00	TELECOMMUNICATIONS: Department telephones, pagers, cell phones, and modem lines.	0.00	6,200	6,200	6,200
6,553	0	0	80451-01	TELECOM - CITY SYSTEM	0.00	100	100	100
5,000	9	O	55 <del>7</del> 51-61	ILLEGONI - OILI OTOTEM	0.00	100	100	100

ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07			NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
1,008	48	2,500	80451-11	DATA COMMUNICATIONS	0.00	0	0	0
4,873	5,831	2,120	80461-00	MATERIALS & SUPPLIES:	0.00	2,500	2,500	2,500
				ce supplies, postage, shipping, professional subscriptions and due d training materials including purchased training videos and misce				
0	232	5,000	80461-02	M&S - ERP	0.00	7,000	7,000	7,000
			Materials an	d supplies for financial system - Enterprise Resource Planning (E	RP) Project.			
878	328	2,500	80471-00	REPAIRS & MAINTENANCE:	0.00	3,750	3,750	3,750
			Equipment r	epairs and software upgrades not covered by maintenance contra	acts.			
27,089	0	0	80471-07	R&M - MOVING	0.00	0	0	0
2,100	1,900	2,400	80511-00	INSURANCE-PROPERTY & LIABILITY	0.00	1,600	1,600	1,600
906	0	1,100	80609-00	JANITORIAL SERVICES	0.00	0	0	0
887	19,498	4,800	80611-00	PROFESSIONAL SERVICES:	0.00	8,300	8,300	8,300
			2,100 Netw 2,000 Othe 1,100 Audi	site support services /ork support assistance r professional services t fee ion 125 employee accounts administration fee				
0	36,643	25,000	80611-02	PS - ERP CONSULTANT	0.00	15,000	15,000	15,000
				services consultant for financial system - ERP Project to assist (I contract assurance issues.	City with implementatio	n		
9	0	700	80611-05	PS - HUMAN RESOURCES	0.00	0	0	0
8,966	1,283	10,000	80611-11	PS - CONTRACT PROG & ANLYSIS	0.00	1,000	1,000	1,000
			providing ne Reporting Sy	e of current financial software that augments the City's COBOL Gi twork cabable functionality. These Windows based programs are ystem (OFRS), Budget Preparation System (BPS), and Purchase stem (POCIT) and are available for all operating department use.	the Online Financial			
15,522	6,641	10,000	80611-21	PS - GROUP 4 SOFTWARE SUPPRT	0.00	10,000	10,000	10,000
				gramming maintenance and support with no system enhancemer sed financial system software as the system is being replaced.	nts for Group 4, the Cit	y's		
47,690	48,958	53,150	80615-00	CONTRACT SERVICES - IS MGMT	0.00	54,745	54,745	54,745
				nty service contract for management of the City's Information Ser support staff, includes 3% increase.	vices Department and			
0	0	0	80631-00	MAINT & RENTAL CONTRACTS:	0.00	0	0	0

ACTUAL	ACTUAL	BUDGET		N	UMBER OF	PROPOSED	APPROVED	ADOPTED
2004-05	2005-06	2006-07		EI	MPLOYEES	2007-08	2007-08	2007-08
10,891	16,086	16,219	80631-01	M&R CONTRACT - HDWRE MAINT	0.00	27,345	27,345	27,345
			-,	maintenance renewals - HP Proliant Servers				
				maintenance renewal - HP Proliant RMS (50% split with Yamhill County	")			
				enance contract - finance system printer rrupted power supply (UPS) support for server room - APC Symmetra				
				nance contract - financial server hardware				
				rk switch maintenance - HP Procurve 5304				
				data terminals (MDT) wireless access point - Cisco Smartnet Wifi				
				tape backup drive support - SDLT				
				system servers maintenance - SunFire v120 room generator maintenance - Katolight				
				DM check signer maintenance agreement				
				rk switch maintenance agreement - Cisco 3550				
50,721	38,560	43,266	80631-11	M&R CONTRACT - SFTWR MAINT	0.00	114,237	114,237	114,237
			62,700 Netwo					
				New World System, Inc., ERP System year 1 maintenance				
				MS Office for new computer purchases - 37 Websense web content filtering annual maintenance				
				Resilience Firewall/Checkpoint NGX software				
			3,000	Veritas backup software maintenance				
				Diskeeper Pro hard-drive defragmentation software maintenance				
				Symantec anti-virus City-wide maintenance renewal				
				Adobe Acrobat licenses - 10     Symantec "Ghost" disk imaging software maintenance				
				<ul> <li>Scriptlogic Desktop Authority network management software maintenance</li> </ul>	nce			
				GFI Mailessentials spam filter software maintenance and support				
				GFI Mailsecurity spam filter software subscription				
			160	Symantec Systemworks anti-virus for records management system (R	MS)			
				server maintenance renewal				
			51,537 Operat	ting Department Specific:				
			20,887	Visionfire, Papervision, Paperflow maintenance, VisionRMS,				
			13 700	Visionmobile - public safety RMS  Accela Permits Plus program support - Building Division				
				) Hansen database software maintenance and support - Water Reclama	tion Facility			
				Amazon Field Data - EMS transport entry				
			4,350	Amazon ambulance billing maintenance and support - Ambulance billing	ng			
				ESRI Arcview maintenance and support				
			1,100	Caselle software maintenance - Municipal Court				
				Significant increase in this line item due to Visionair Record Managemen ng with the addition of New World Systems, Inc. new ERP Financial Sys		ire		
909	0	2,000	80637-00	FACILITY SERVICES	0.00	300	300	300
			Repair/replace	blinds on west windows of Information Services Department offices in the	e Community			

ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07			NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTE 2007-08
0	0	0	80680-00	M&S ASSETS:	0.00	0	0	(
			Budget Note: useful life.	Materials & supplies asset purchases, with values under \$4,999 and	more than one-ye	ear		
0	0	0	80681-00	M&S EQUIPMENT:	0.00	0	0	(
10,140	16,728	32,452	80681-03	M&S EQUIP - IS	0.00	7,349	7,349	7,349
			1,450 Multi 1,200 Moni 900 Colo 499 Docu	aff laptop - Scott -monitor video cards - 2 tors for additional management - 3 r network printer, 11x17 capable Iment scanner and memory upgrades ork hard drives for image storage				
5,290	0	0	80681-05	M&S EQUIP - INVENTORY	0.00	1,650	1,650	1,650
				ory computer equipment for emergency replacements. Miscellaneous nice, surge strips, tools, etc.	supplies; i.e.,			
21,286	0	0	80681-07	M&S EQUIP - MOVING	0.00	0	0	(
33,013	9,003	15,340	80681-30	M&S EQUIP - NETWORK SOFTWARE	0.00	10,699	10,699	10,699
			3,250 Disk 3,060 Win	dows 2003 Enterprise R2 Client Access Licenses (CALs) operating systems of Pro server defragmentation for standard and enterprise servers dows 2003 Enterprise R2 Server licenses - 2 te Live Server and server Client Access Licenses (CALs)	stems - 200			
55,421	47,261	31,846	80681-50	M&S EQUIP - NETWORK HARDWARE	0.00	34,441	34,441	34,44
			7,500 Rep 6,000 Rep 5,350 Ove 4,000 GIS 1,900 Hew	e capacity storage server - Storage Area Network (SAN) lacement for file/print server lacement network management server, DL380G5, SMS and IS files rland Storage backup system with media tapes Server upgrade lett Packard IP Console Keyboard Video and Mouse (KVM) adapters a lett Packard Procurve 2650 DMZ network switch	and expansion m	odule		
0	0	0	80683-00	M&S COMPUTERS - DEPT HW/SW:	0.00	0	0	(
				Materials & supplies - computer hardware and software purchases, $\nu$ n one-year useful life.	alues under \$4,9	99		
9,875	10,908	7,700	80683-01	M&S COMP - ADMIN/FINANCE	0.00	10,200	10,200	10,200
			3,400 2,600 2,000 2,100	ortment Computer Equipment  O Replacement computers - 2, Rose & Candace  O Genicom printer maintenance  O Color laser printer  O Dual monitors, for financial system - 6  O Laptop memory upgrade				

ACTUAL	ACTUAL	BUDGET			NUMBER OF	PROPOSED	APPROVED	ADOPTE
2004-05	2005-06	2006-07			EMPLOYEES	2007-08	2007-08	2007-08
4,268	16,066	31,380	80683-03	M&S COMP - POLICE	0.00	45,350	45,350	45,350
			22,00 10,50 10,00 1,50	artment Computer Equipment 00 New evidence RMS software 00 Replacement computers - 7 00 Electronic ticketing system, test equipment and initial phase - 00 Laptop - 1, Chief Noble 00 Deskjet printer, Chief Noble 00 Printer warranty extension	pilot project only			
386	2,401	2,100	80683-04	M&S COMP - MUNICIPAL COURT	0.00	6,300	6,300	6,300
			5,100 3,400 1,200	tment Computer Equipment Replacement workstations - 3, Jane, Cynthia, Toni Caselle cash receipt program Printer replacement for the H-P 4050 Beginning Fund Balance utilization				
5,388	1,422	12,220	80683-05	M&S COMP - ENGINEERING	0.00	10,555	10,555	10,555
			4,00 4,00 2,00 1,45 1,20 1,20 50	ortment Computer Equipment GIS Server replacement GIS Software upgrade Replacement workstation, Project Manager Replacement laser printer AutoCAD license ArcView license Counter workstation for new CDC building (1/3 of cost) Adobe Acrobat license Beginning Fund Balance utilization				
7,770	18,678	16,800	80683-07	M&S COMP - LIBRARY	0.00	25,550	25,550	25,550
			15,00 4,50 1,50 1,50 1,20 7 50 4	ortment Computer Equipment Or Replacement computers - 10 Or Replacement servers - 2, Tech wall Or Laptop, floater/Jenny Or Envision Print software Or Replace network switch Or Black & white laser printer, Tech wall Or Scanner, Reference Desk Or Inkjet printer, Tech wall Or Memory upgrades - 2				
199	6,247	3,400	80683-09	M&S COMP - BUILDING	0.00	3,050	3,050	3,050
			1,700 750 500	tment Computer Equipment Replacement computer, Katie Black and white laser printer, Barb and Bill Counter workstation, new CDC building (1/3 cost) Memory upgrade				

ACTUAL	ACTUAL	BUDGET	-		NUMBER OF	PROPOSED	APPROVED	ADOPTED
2004-05	2005-06	2006-07			<b>EMPLOYEES</b>	2007-08	2007-08	2007-08
12,256	1,776	5,900	80683-11	M&S COMP - PLANNING	0.00	3,100	3,100	3,100
			1,20 1,20 50	artment Computer Equipment O ArcView license O AutoCAD license O Counter workstation, new CDC building (1/3 cost) O Memory upgrades - 2				
3,720	8,145	26,615	80683-13	M&S COMP - FIRE	0.00	35,670	35,670	35,670
			24,000 20,000 5,000 1,600 1,500 1,225 1,120 875 350	artment Computer Equipment Additional mobile data terminal (MDT) units for fire vehicles - 2 - Rebudgeted MDT's from 2006-2007 - 2 100% Fire Electrical fire inspection software 100% Fire Replacement computers - 0, laptops - 1 100% Fire MDT repair and replacement parts 100% Fire Data projector with sound, Conference Room 35% Fire/ 65% Replacement computers - 2, Jay, Donna 35% Fire/ 65% EMS InFIRS 5-Alive software 35% Fire/65% EMS Wireless access points - 2 35% Fire/ 65% EMS Beginning Fund Balance utilization	EMS			
0	0	1,700	80683-15	M&S COMP - PARKS ADM	0.00	0	0	0
1,696	1,820	750	80683-17	M&S COMP - AQUATIC CTR	0.00	1,600	1,600	1,600
			1,50	artment Computer Equipment 00 Replacement computer, Jason - 1 00 Memory upgrade, Sheila - 1				
0	0	0	80683-18	M&S COMP - KOB	0.00	1,500	1,500	1,500
				artment Computer Equipment 00 Replacement computer, Janet - 1				
1,550	1,710	4,550	80683-19	M&S COMP - COMMUNITY CTR	0.00	0	0	0
1,550	1,581	0	80683-20	M&S COMP - REC SPORTS	0.00	500	500	500
				artment Computer Equipment Monitor replacement, 17", Steve				
0	0	3,000	80683-21	M&S COMP - SENIOR CENTER	0.00	0	0	0
955	1,609	10,050	80683-23	M&S COMP - PARKS MAINT	0.00	0	0	0
2,528	0	13,650	80683-25	M&S COMP - STREETS	0.00	2,200	2,200	2,200
			1,700	ment Computer Equipment Replacement computer - 1, sign shop Laser printer - 1, sign shop				

ACTUAL	ACTUAL	BUDGET					APPROVED	ADOPTE
2004-05	2005-06	2006-07			EMPLOYEES	2007-08	2007-08	2007-08
18,541	5,925	1,600	80683-27	M&S COMP - WRF	0.00	6,700	6,700	6,700
			5,700 Departi	nent Computer Equipment Replacement computers - 3, Laura, Ernie, Rick				
				Replacement color printer - 1 Replacement black and white printer, Patti				
				Memory upgrade - 1				
6,747	1,698	5,300	80683-29	M&S COMP - SEWER MAINT	0.00	2,000	2,000	2,000
				nent Computer Equipment aptop - 1, TV Van				
31,126	11,485	4,585	80683-31	M&S COMP - EMS	0.00	11,680	11,680	11,680
				tment Computer Equipment  EMS 65% of shared equipment with fire - 35%				
			4,000	Replacement Panasonic toughbook laptops - 2				
				Portable laserjet printers - 3, ambulances				
22,624	353,693	426,693	TOTAL	MATERIALS & SERVICES	0.00	481,071	481,071	481,071
				CAPITAL OUTLAY				
0	0	0	80701-00	EQUIPMENT - MISCELLANEOUS	0.00	0	0	0
0	0	0	80701-01	EQUIPMENT - IS COMPUTER	0.00	0	0	0
0	0	0	80704-00	EQUIPMENT - NETWORK SOFTWARE	0.00	0	0	0
0	58,856	0	80705-00	EQUIPMENT - NETWORK HARDWARE	0.00	0	0	0
0	0	0	80707-00	EQUIPMENT - DEPT HARD/SOFT:	0.00	0	0	0
0	0	0	80707-01	EQUIP-HARD/SOFT-ADMIN/FINANCE	0.00	0	0	0
0	0	225,000	80707-02	EQUIP-HARD/SOFT-ERP	0.00	167,780	167,780	215,000
			Further progres	s payments for acquisition of new Enterprise Resource Planni	ng (ERP) Financial So	ftware.		
				n October 2006, the City signed a contract with New World Sy nd portions of the payroll and human resources suite of LOGO cial system.				
0	0	0	80707-03	EQUIP-HARD/SOFT-POLICE	0.00	0	0	0
0	0	0	80707-04	EQUIP-HARD/SOFT-MUNICIPAL CT	0.00	0	0	0
0	0	0	80707-05	EQUIP-HARD/SOFT-ENGINEERING	0.00	11,000	11,000	11,000
				ment Computer Equipment Replacement Plotter				
0	0	0	80707-07	EQUIP-HARD/SOFT-LIBRARY	0.00	0	0	0
0	0	0	80707-09	EQUIP-HARD/SOFT-BUILDING	0.00	0	0	0

ACTUAL	ACTUAL	BUDGET			NUMBER OF	PROPOSED	APPROVED	ADOPTED
2004-05	2005-06	2006-07			EMPLOYEES	2007-08	2007-08	2007-08
0	0	0	80707-11	EQUIP-HARD/SOFT-PLANNING	0.00	0	0	0
0	0	0	80707-13	EQUIP-HARD/SOFT-FIRE	0.00	0	0	0
0	0	0	80707-15	EQUIP-HARD/SOFT-PARKS ADMIN	0.00	0	0	0
0	0	0	80707-17	EQUIP-HARD/SOFT-AQUATIC CTR	0.00	0	0	0
0	0	0	80707-19	EQUIP-HARD/SOFT-COMMUNITY CTR	0.00	0	0	0
0	0	0	80707-23	EQUIP-HARD/SOFT-PARK MAINT	0.00	0	0	0
0	0	0	80707-25	EQUIP-HARD/SOFT-STREETS	0.00	0	0	0
0	0	0	80707-27	EQUIP-HARD/SOFT-WRF	0.00	0	0	0
0	0	0	80707-29	EQUIP-HARD/SOFT-SEWER MAINT	0.00	0	0	0
0	0	0	80707-31	EQUIP-HARD/SOFT-EMS	0.00	0	0	0
0	58,856	225,000	TOTA	AL CAPITAL OUTLAY	0.00	178,780	178,780	226,000
633,739	654,917	924,807		TOTAL REQUIREMENTS	3.00	928,678	928,678	976,570