Finance–Information Services

Mission Statement

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

2004 Accomplishments →

- Provided support implementing the City's general government software, including testing and providing training for the latest version of the software and assisting in implementation of modules.
- Made substantial progress on project to revamp City's existing e-mail system, which is based on old technology and will be unsupported by the software vendor starting in 2005.
- To protect the City's network from unsolicited e-mail, implemented anti-spam technology to filter out unwanted mail and email borne viruses. Nearly 50% of all inbound mail is blocked because of spam or viruses.
- Staff began implementation of fiber connections between critical City sites. Fiber provides much greater stability and bandwidth.
- Working closely with the Police Department on several critical projects, including assisting with researching and implementing a new information and management system and installing a new data backup system.
- Launched a redesigned City web site that is much more informative and easier to use by our customers.

2005 Goals and Objectives→

- Continued support in implementing general government software modules, including the permitting module.
- Develop a two-year service plan with input from City Departments.
- Finalize upgrade of the City's e-mail systems to provide greater availability and broader support for those that do not have access to e-mail.

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- Implement remote access to the City's e-mail system to provide travelers and at-home users access to e-mail.
- Implement an enterprise version of anti-spyware technology to protect the City's computing assets.
- Complete the upgrade of all servers to current technology to provide greater manageability and increased availability.
- Implement a new records management system for the Police Department.
- Upgrade the Records Management system at the Fire Department.

Budget Summary

INFORMATION SERVICES FUND

APPROPRIATION	2003 ACTUAL	2004 BUDGET	2004 ACTUAL	2005 BUDGET	INCREASE (DECREASE)
PERSONNEL	$539,622	$618,243	$602,193	$729,986	$111,743
CONTRACTUAL	189,226	388,565	428,667	526,135	137,570
SUPPLIES	46,167	118,800	77,420	177,200	58,400
OTHER	379,700	452,100	386,448	452,100	0
TOTAL	$1,154,714	$1,577,708	$1,494,728	$1,885,421	$307,713

STAFFING REVIEW	2002	2003	2004	2005	INCREASE (DECREASE)
	8.75	7.75	9.00	10.00	1.00

FUNDING SOURCE	2004 AMOUNT	2004 PERCENTAGE	2005 AMOUNT	2005 PERCENTAGE
INFORMATION SERVICES CHARGES				
FINANCE DEPARTMENT	$253,780	16.1	$278,980	14.8
OTHER GENERAL FUND	825,370	52.5	1,077,670	57.0
	1,079,150	68.6	1,356,650	71.8
OTHER FUNDS	493,190	31.4	532,490	28.2
TOTAL	$1,572,340	100.0	$1,889,140	100.0

Budget Analysis

The 2005 budget of $1,885,421 is an increase of $307,700 from 2004. Personnel costs increase $111,700 from the previous year. A new senior IS specialist position is added that results in a $66,300 budget increase. The position was added to meet increasing demand for database administration service from several departments. Other increases include, annual salary adjustments totaling $26,500, IMRF costs of $6,700 due to higher wages and the increased contribution rate, and health insurance costs of $12,300 because a 5% increase in premiums.

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Contractual services increase $137,600 from the prior year. Software and equipment maintenance agreements increase $49,900, primarily due to additional costs for financial software support and maintenance. The service contract account is an additional $87,600 primarily because the contractual payment to Winnebago County for WINGIS increases $75,000.

Supplies increase $58,400, all in the non-capital computer account for software and hardware changes, such as necessary upgrades in the City's operating system and e-mail software.

The amount budgeted for depreciation does not change from the prior year.

In 2004, actual expenditures were $1,494,728, or 94.7% of the budgeted amount. Actual expenditures were $1,154,714 in 2003.

Five Year Financial Forecast

The 2006-2010 Forecast assumes operations will continue as they are programmed for 2005 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 Services Internal Service Fund 2006-2010 Financial Forecast (In 000s)

	2006	2007	2008	2009	2010
Revenues	$1,965	$2,044	$2,126	$2,211	$2,299
Expenditures	1,961	2,039	2,121	2,206	2,294
Excess (Deficit)	4	5	5	5	5
Beginning Balance	452	456	461	466	471
Ending Balance	$456	$461	$466	$471	$476

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Personnel Review

INFORMATION SERVICES FUND

		2004 BUDGET		2005 BUDGET		
	POSITION	DOLLARS	NUMBER OF	DOLLARS	NUMBER OF	EMPLOYEE
SALARIES	RANGE	BUDGETED	EMPLOYEES	BUDGETED	EMPLOYEES	CHANGE
MANAGER	E-10	$62,480	1.00	$65,523	1.00	0.00
SENIOR IS SPECIALIST	E-9	103,143	2.00	157,591	3.00	1.00
IS SPECIALIST	E-8	235,643	5.00	236,430	5.00	0.00
COMPUTER TECHNICIAN	A-21	37,270	1.00	38,323	1.00	0.00
OVERTIME		1,000		1,000		
MERIT PAY		8,025		9,539		
SALARY ADJUSTMENTS		0		17,397		
SUBTOTAL		447,561	9.00	525,803	10.00	1.00
BENEFITS						
ILLINOIS MUNICIPAL RETIREMENT		72,192		87,494		
UNEMPLOYMENT TAX		0		540		
WORKER'S COMPENSATION		716		841		
HEALTH INSURANCE		93,886		111,540		
LIFE INSURANCE		168		48		
PARKING BENEFITS		3,720		3,720		
SUBTOTAL		170,682		204,183		
TOTAL		$618,243	9.00	$729,986	10.00	