



FY 2023 DEPARTMENTAL BUDGET REVIEW SESSIONS WITH THE BUDGET ADVISORY BOARD

Wednesday, May 11, 2022
8th Floor Conference Room, 5:00 – 7:00pm

ROLL CALL

Board Member	Attendance
Brian Donaldson, Chair, Mayor Appointee	Present
Jeff Lowe, Vice Chair, Mayor Appointee	Present
Ross Cammarata, District 1	Absent
Christopher Williams, District 1	Present
Michael Marshall, District 2	Present
William Brown, District 2	Present
Prabhuling Patel, District 4	Present

Participating Panelist

Chris Lagerbloom, City Manager
Tarlesha Smith, Assistant City Manager/Director of Human Resources
Greg Chavarria, Assistant City Manager
Laura Reece, Director, Office of Management Budget
Susan Grant, Director of Finance
Linda Logan, Deputy Finance Director
Jerome Post, Deputy Human Resources Director
Anthony Roberts, Assistant Human Resources Director
Guy Hine, Risk Manager
Barbara Smith, Financial Administrator
Scott Bayne, International Association of Fire Fighters
Tamecka McKay, Police Information Technology Manager
Valerie Florestal, Business Operations Manager

Departments Reviewed

1. **Finance.** Led by Ms. Grant, staff presented the department's Draft FY 2023 General Fund Budget requests. **SEE ATTACHED PRESENTATION,** <https://www.fortlauderdale.gov/government/departments-a-h/city-clerk-s-office/advisory-boards-committees-authorities-agendas-and-minutes/budget-advisory-board>
2. **Human Resources.** Led by Ms. Smith, staff presented the department's Draft FY2023 General Fund Budget requests. **SEE ATTACHED PRESENTATION,** <https://www.fortlauderdale.gov/government/departments-a-h/city-clerk-s-office/advisory-boards-committees-authorities-agendas-and-minutes/budget-advisory-board>
3. **Information Technology Services.** Led by Ms. McKay, staff presented the department's Draft FY 2023 General Fund Budget requests. **SEE ATTACHED PRESENTATION,** <https://www.fortlauderdale.gov/government/departments-a-h/city-clerk-s-office/advisory-boards-committees-authorities-agendas-and-minutes/budget-advisory-board>

Documents Submitted

Draft FY 2023 Finance Department Budget Requests

Draft FY 2023 Human Resources Department Budget Request

Draft FY 2023 Information Technology Department Budget Request

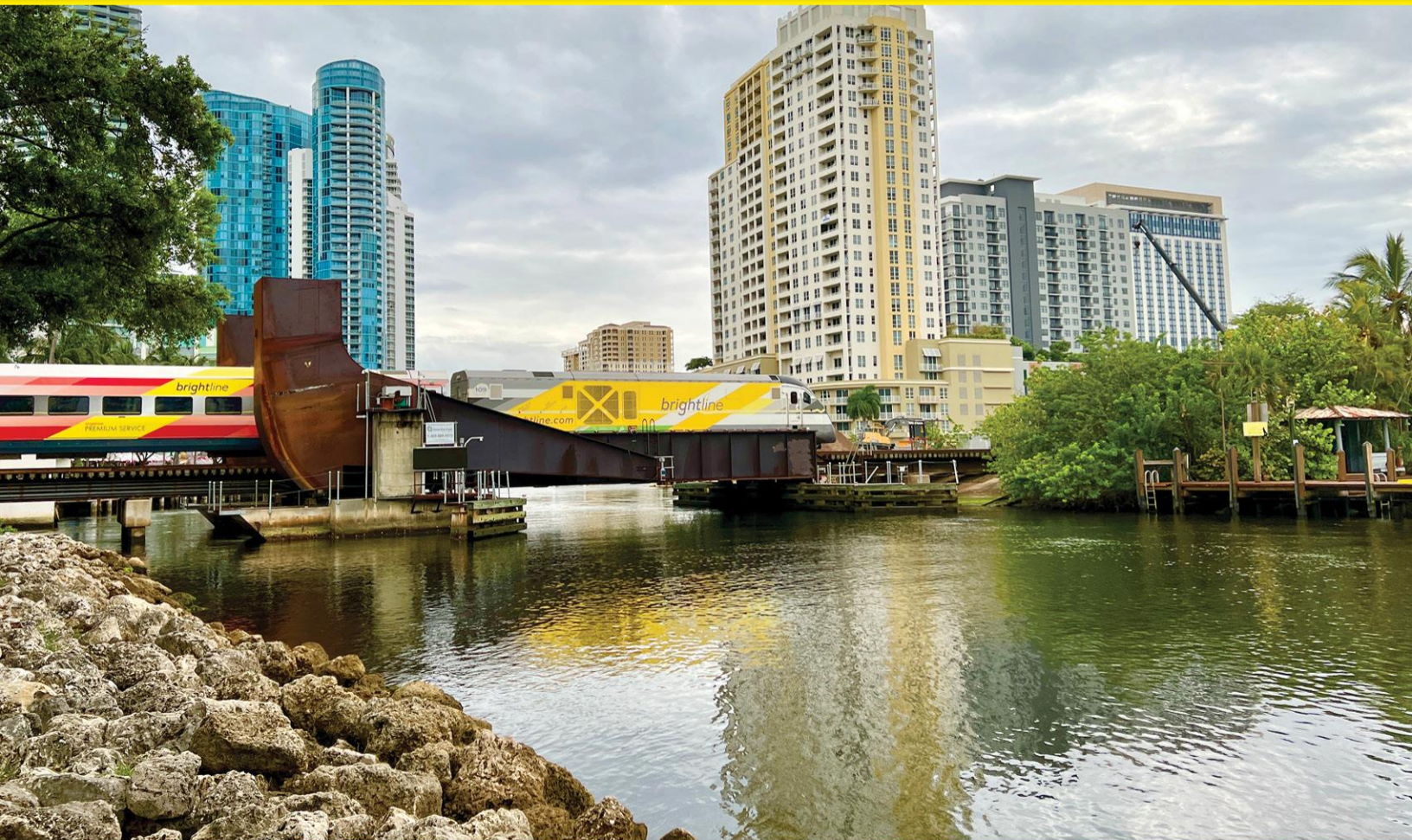
Adjourn

There were no further discussions to come before the Board. The FY 2023 Departmental Budget Review Session was adjourned at 6:45p.m.



CITY OF FORT LAUDERDALE FY 2023 DEPARTMENT REQUEST

Finance



Finance Department

Department Description

The mission of the Finance Department is to safeguard the City's assets and financial affairs, provide for the long-term financial stability, integrity, and accountability of the City's financial resources, and ensure expenditure of City funds are conducted in a manner that will instill trust in our neighbors and provide the best value to the City.

The Department is a valuable internal financial resource to all City departments and strives to provide excellent service to entities conducting financial and purchasing transactions in accordance with accounting and procurement standards for state and local governments. Additionally, the Department provides timely reporting of information to investors and other external stakeholders. To achieve its mission, the Finance Department provides services through the functions of financial administration, accounting and financial reporting, procurement services, treasury, and utility billing and collection.

As an integral internal support partner, Finance ensures all City departments follow sound fiscal management procedures, and the fair, open, and transparent procurement of goods and services, thereby allowing the City to obtain fiscal efficiencies, while maximizing resources and lessening financial burdens.

Finance Department

FY 2023 Projected Organizational Chart

Total FTEs - 69

ADMINISTRATION - 4

Director - Finance	1
Deputy Director - Finance	1
Senior Administrative Assistant	1
Senior Management Analyst	1

ACCOUNTING AND FINANCIAL REPORTING - 18

Controller	1
Assistant Controller	1
Chief Accountant	1
Accountant	1
Accounting Clerk	3
Accounts Payable Supervisor	1
Payroll Specialist	3
Payroll Supervisor	1
Program Manager I	1
Senior Accountant	3
Senior Accounting Clerk	2

PROCUREMENT - 13

Assistant Director	1
Assistant Procurement and Contracts Manager	1
Administrative Assistant	1
Procurement Administrator	2
Procurement Assistant	1
Procurement Specialist	1
Senior Administrative Assistant	1
Senior Procurement Specialist	5

UTILITY BILLING AND COLLECTIONS - 26

Revenue Collections Manager	1
Assistant Manager	1
Administrative Assistant	2
Billing Coordinator	2
Billing Specialist	6
Customer Service Representative	3
Senior Accounting Clerk	3
Senior Billing Specialist	1
Senior Customer Service Representative	7

TREASURY - 8

Treasurer	1
Chief Accountant	1
Accountant	2
Senior Accountant	3
Senior Accounting Clerk	1

**FY 2022
Adopted**

**FY 2023
Projected**

Difference

69

69

0

Finance Department

Administration

Division Description

The Administration Division safeguards the City's assets, executes its financial affairs, and provides for the long-term financial stability, integrity, and accountability of resources. This is achieved by sharing information as well as promoting and adopting sound fiscal and operational practices. In addition, the Division oversees the City's investment portfolio, which is currently estimated at over \$900 million.

FY 2022 Major Accomplishments

- Partnered with the Public Works Department to coordinate review and selection of unsolicited proposals to procure and construct a new water treatment plant to replace the Fiveash Regional Water Treatment Plant.
- Modernized financial systems with the implementation of an Enterprise Resource Planning (ERP) system to improve the City's financial oversight and reporting capabilities. Implementation of this new system will also increase financial transparency Citywide.
- Oversight of the issuance of \$7.9 million in special assessment bonds for the Las Olas Isles Utility Undergrounding Project.
- Oversight of the issuance of \$200 million in financing for the Stormwater System to fund the acquisition, construction, renovation, and improvements in key areas of the City vulnerable to flooding. This includes \$98 million in financing through the United States Environmental Protection Agency Water Infrastructure Finance and Innovation Act (WIFIA) Program, which provides long-term, low-cost supplemental loans for regionally and nationally significant projects.

FY 2023 Major Projects and Initiatives

- Secure financing for the replacement of water meters Citywide to the new Advanced Metering Infrastructure (AMI) system.
- Oversee the issuance of \$60 million in general obligation bonds to finance the cost of the next phase of Parks bond improvements.
- Continue to modernize financial systems with the implementation of Phase II of the ERP system, which includes the Payroll and Human Resource modules.

Finance Department

Accounting and Financial Reporting

Division Description

The Accounting and Financial Reporting Division ensures that financial transactions are properly recorded in accordance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). The Division is responsible for providing departments and the public with timely financial information to ensure accuracy, accountability, and transparency. The Division processes payroll bi-weekly for employees, monthly retirement payments for retirees, and weekly vendor payments.

The Division is responsible for monitoring capital and non-capital project expenditures along with maintaining fixed assets records. The Division also reconciles bank and trust accounts. Financial data is generated for several audiences using a variety of reporting mechanisms: quarterly payroll tax reports for the federal government, the State of Florida Annual Financial Report, the Annual Single Audit Report, the Popular Annual Financial Report (PAFR), and the Annual Comprehensive Financial Report (ACFR) are developed by this Division.

FY 2022 Major Accomplishments

- Deployed Phase 1 of the ERP which includes modules for Accounts Payable, Payroll, Project Management, General Ledger, Asset Management and Reconciliation Management.
- Implemented the following mandatory GASB Statements:
 - GASB Statement No. 87 – Leases
 - GASB Statement No. 91 – Conduit Debt Obligations
 - GASB Statement No. 93 – Replacement of Interbank Offered Rates

FY 2023 Major Projects and Initiatives

- Convert paper files to an electronic format and upload into a document management system.
- Implement the following mandatory GASB Statements:
 - GASB Statement No. 94 – Public-Private and Public-Public Partnerships and availability Payment Arrangements
 - GASB Statement No. 96 – Subscription-Based Information Technology Arrangements

Finance Department

Procurement

Division Description

The Procurement Services Division manages and conducts the City's procurement of goods, general services, professional services, and construction in accordance with all applicable laws, ordinances, policies, and procedures, incorporating in its practices the values and guiding principles of maximizing competition in a fair, transparent, ethical, and professional manner.

FY 2022 Major Accomplishments

- Created and implemented a Disadvantaged Business Enterprise (DBE) preference program.
- Deployed Phase 1 of the ERP which includes modules for Procurement, Contract Management, Strategic Sourcing and Vendor Self-Service.
- Conducted Citywide training on procurement, contract administration, project management, and "piggyback" contracts.
- Created an Evaluation Committee Form to ensure that Evaluation Team (E-Team) members are not unduly influenced by a manager/supervisor serving on the committee and no discussion occurs outside a publicly noticed meeting.

FY 2023 Major Projects and Initiatives

- Create a Procurement SharePoint site with critical information consisting of sections for contacts (staff directory), contracts, vendor performance, forms, policies and procedures, and training.
- Revise the Procurement Manual to incorporate organizational conflict of interest.

Finance Department

Treasury

Division Description

The Treasury Division manages the City's estimated \$900 million investment portfolio, which includes an average of \$30 million in cash equity. The Division also oversees the debt management and revenue tracking functions. The Division facilitates the City's debt issuances and assists in obtaining credit ratings. It works with external advisors, investment managers, bond counsel, and financial advisors to ensure compliance with securities regulations. The Division is also responsible for recording and reporting revenue properly, accurately, and timely in the City's accounting system. Reporting mechanisms include the Quarterly Investment Report to the City Commission and Annual Bondholder's Report. The Treasury Division is also responsible for assisting with financial management of various state, local and federal grants.

FY 2022 Major Accomplishments

- Deployed Phase 1 of the ERP which includes modules for Accounts Receivables, Billing, Cash Management and Grant Management.
- Coordinated financing for \$7.9 million special assessment bonds for Las Olas Isles Utility Undergrounding Project.
- Coordinated financing for \$200 million Stormwater Utility System special assessment revenue bonds.

FY 2023 Major Projects and Initiatives

- Coordinate financing for the replacement of water meters Citywide to the new Advanced Metering Infrastructure (AMI) system.
- Coordinate financing for \$60 million of general obligation bonds for the next phase of Parks bond improvements.
- Conduct review of current processes to increase efficiency, improve accuracy, and ensure the timeliness of revenues being posted.

Finance Department

Utility Billing and Collections

Division Description

The Utility Billing and Collection Division is responsible for the accurate and timely billing and collection of utility bills, special assessments, and miscellaneous account receivables monthly. Additional responsibilities include lien searches and applying liens to delinquent utility accounts. The Division also provides the accurate posting of the City's cash collection and the timely upload to the City's Financial Systems. Utility Billing and Collection strives to deliver excellent customer support to neighbors paying for utility services.

FY 2022 Major Accomplishments


- Upgraded the utility billing software system to increase efficiency.
- Implemented a new queuing system to manage and improve customer experience and waiting environments.

FY 2023 Major Projects and Initiatives

- Partner with Public Works and Information Technology Services to initiate replacement of water meters Citywide to the new Advanced Metering Infrastructure (AMI) system.

Finance Department

Department Core Processes and Performance Measures

	<p>STRATEGIC GOALS</p> <p>Goal 8: Build a leading government organization that manages all resources wisely and sustainably.</p>
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Department Core Process	Performance Measures	Objective	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY 2022 Projected	FY 2023 Target
Ensure accurate and prompt financial reporting	Number of accounts payable checks issued	At or Below Target	15,083	14,380	13,000	13,000	12,000
	Percent of total payments that are electronic	At or Above Target	65%	67%	68%	68%	69%
Manage and administer the City's cash management and investment strategies	General obligation bond debt per Capita	At or Below Target	\$1,029.79 ¹	\$1,024.42 ²	\$982.88	\$1,000.02	\$1,296.89 ³
	Benchmark returns for City's surplus cash	At or Above Target	16 bps ⁴ above benchmark	25 bps above benchmark	5 bps above benchmark	5 bps above benchmark	5 bps above benchmark
	Benchmark returns for City's long-term portfolio	At or Above Target	26 bps above benchmark	50 bps above benchmark	5 bps above benchmark	5 bps above benchmark	5 bps above benchmark
	Governmental debt as a percentage of total governmental expenditures	At or Below Target	9.15%	9.12% ²	9.38%	9.40%	9.80% ⁵
Maintain records of utility billing revenue collections	Number of Neighbors walking into the lobby ⁶	At or Below Target	17,310	12,655	24,000	18,000	18,000
	Percent of uncollected utility bills ⁷	At or Below Target	40.7%	47.5% ⁸	37.5%	23.9% ⁹	20%

¹ \$180 million in general obligation bonds was issued for Parks Improvements as well as a new Public Safety Facility.

² Final FY data is unavailable until post Annual Comprehensive Financial Report (ACFR) completion in March of the following year; consequently, this value is an estimate.

³ Anticipated increase due to issuance of \$60 million in general obligation bonds for Parks Improvements.

⁴ Basis Points (bps), refers to a common unit of measure for interest rates and other percentages in finance.

⁵ Although the objective of this measure is to decrease governmental debt as a percentage of expenditures, the target is expected to increase with issuance of new bonds in FY 2023.

⁶ The number of walk-ins decreased significantly since FY 2020 because of COVID-19 closures. It is anticipated that walk-ins will increase in FY 2022 as the City's moratorium on utility shut offs ended in FY 2021.

⁷ The methodology for this measure evaluates the percent of all uncollected bills over 90 days; amounts over 90 days are reserved in an allowance and are pending write-off.

⁸ Due to the COVID-19 pandemic, the City did not shut off water service to neighbors unable to pay. This resulted in an increase in the percent of uncollected utility bills in FY 2021.

⁹ Anticipated drop due to Cayenta software update, which will enable the write-off of ten years of delinquent debt.

Finance Department

Department Core Processes and Performance Measures, continued

Department Core Process	Performance Measures	Objective	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY 2022 Projected	FY 2023 Target
Ensure purchases are made with efficiency, compliance, and due diligence	P-card volume as a percentage of all purchases	At or Above Target	29%	36%	25%	25%	25%
	P-card purchase dollar amounts (includes E-payable payments)	At or Above Target	\$87,246,956	\$89,420,562	\$67,000,000	\$67,000,000	\$70,000,000
	Net P-card rebates	At or Above Target	\$1,138,198	\$1,070,911	\$850,000	\$850,000	\$900,000
Ensure sound fiscal management	General fund cash and investments as a percentage of current liabilities ¹⁰	At or Above Target	435.5%	640.8% ²	400.0%	513.6%	500.0%
	Percent of 2020A (Parks) bond proceeds spent/committed	At or Above Target	4.6%	36.23%	80.0%	80.0%	85.0%
	Percent of 2020B (Public Safety) bond proceeds spent/committed	At or Above Target	0.8%	5.54%	65.0%	16.0%	85.0%

¹⁰This measure is benchmarked by the Florida Auditor General.

General Fund



Finance Department - General Fund

Department Fund Financial Summary

Financial Summary - Funding Source

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Estimate	FY 2023 Budget Recommended	FY 2022 Adopted Budget vs FY 2023 Budget Recommended	Percent Difference
General Fund - 001	\$ 6,776,866	7,177,711	6,830,578	7,335,692	157,981	2.2%
Total Funding	6,776,866	7,177,711	6,830,578	7,335,692	157,981	2.2%

Financial Summary - Program Expenditures

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Estimate	FY 2023 Budget Recommended	FY 2022 Adopted Budget vs FY 2023 Budget Recommended	Percent Difference
Administration	1,955,887	1,821,158	1,788,345	1,846,647	25,489	1.4%
Accounting and Financial Reporting	2,045,173	2,170,553	2,053,855	2,258,271	87,718	4.0%
Treasury	1,427,266	1,515,336	1,401,783	1,572,423	57,087	3.8%
Procurement	1,348,540	1,670,664	1,586,595	1,658,351	(12,313)	(0.7%)
Total Expenditures	6,776,866	7,177,711	6,830,578	7,335,692	157,981	2.2%

Financial Summary - Category Expenditures

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Estimate	FY 2023 Budget Recommended	FY 2022 Adopted Budget vs FY 2023 Budget Recommended	Percent Difference
Personal Services	5,322,422	5,623,935	5,261,841	5,746,350	122,415	2.2%
Operating Expenses	1,454,444	1,553,776	1,568,737	1,589,342	35,566	2.3%
Total Expenditures	\$ 6,776,866	7,177,711	6,830,578	7,335,692	157,981	2.2%
Full Time Equivalent (FTEs)	44	43	43	43	-	0.0%

FY 2023 Major Variances

Operating Expenses

No major variances for FY 2023

Descriptions & Line Items by Division



Finance Department

Administration - General Fund

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	497,131	526,247	526,247	539,114	543,086	543,086	16,839	3.20%	
1110 - Sick Conv to Cash	2,053	-	-	-	-	-	-	0.00%	
1113 - Vac Mgmt Conv	8,173	-	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	4,967	-	-	(17,412)	-	-	-	0.00%	
1201 - Longevity Pay	2,032	2,271	2,271	2,296	2,560	2,560	289	12.73%	
1401 - Car Allowances	9,360	9,360	9,360	11,360	12,360	12,360	3,000	32.05%	Increase due to position reclassification.
1407 - Expense Allowances	2,640	2,880	2,880	1,920	1,440	1,440	(1,440)	(50.00%)	Decrease due to position reclassification.
1413 - Cellphone Allowance	3,120	3,120	3,120	3,120	3,120	3,120	-	0.00%	
2119 - Wellness Incentives	1,500	1,500	1,500	1,500	1,500	1,500	-	0.00%	
2204 - Pension - General Emp	14,104	15,231	15,231	15,231	12,991	12,991	(2,240)	(14.71%)	
2210 - Pension - FRS	13,849	20,056	20,056	15,711	20,767	20,767	711	3.55%	
2299 - Pension - Def Cont	27,320	24,392	24,392	18,449	25,845	25,845	1,453	5.96%	
2301 - Soc Sec/Medicare	32,718	34,746	34,746	19,356	36,198	36,198	1,452	4.18%	
2307 - Year End FICA Accr	303	-	-	(1,018)	-	-	-	0.00%	
2401 - Disability Insurance	775	865	865	174	907	907	42	4.86%	
2402 - Life Insurance	1,252	373	373	1,344	386	386	13	3.49%	
2404 - Health Insurance	49,638	56,818	56,818	53,904	61,838	61,838	5,020	8.84%	
2410 - Workers' Comp	5,448	562	562	564	562	562	-	0.00%	
9237 - Transfer Out to Special Obligation Bonds	401,184	346,247	346,247	346,248	346,247	346,247	-	0.00%	
9239 - Transfer Out to Special Obligation Bonds Refinance	88,392	83,174	83,174	83,172	83,174	83,174	-	0.00%	
Personal Services	1,165,959	1,127,842	1,127,842	1,095,033	1,152,981	1,152,981	25,139	2.23%	
3216 - Costs/Fees/Permits	80	80	80	80	80	80	-	0.00%	Two executive parking permits (\$40 x 2)
3231 - Food Services	-	100	100	100	250	250	150	150.00%	Snacks for Audit Advisory Board meetings. Working lunches for ERP Implementation.
3243 - Prizes & Awards	106	-	-	-	-	-	-	0.00%	
3616 - Postage	23	200	200	200	200	200	-	0.00%	FedEx overnight postage
3628 - Telephone/Cable TV	1,224	1,300	1,300	1,300	1,300	1,300	-	0.00%	
3904 - Books & Manuals	498	-	-	-	-	-	-	0.00%	
3907 - Data Proc Supplies	-	-	-	138	-	-	-	0.00%	
3925 - Office Equip < \$5000	-	800	800	662	800	800	-	0.00%	\$200 per FTE. There are 4 FTEs.

Finance Department

Administration - General Fund

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
3931 - Periodicals & Mag	505	700	700	700	700	700	-	0.00%	Wall Street Journal and Sun Sentinel
3999 - Other Supplies	72	100	100	100	100	100	-	0.00%	
4119 - Training & Travel	5,776	10,400	10,400	10,400	10,600	10,600	200	1.92%	
4343 - Servchg-Info Sys	647,616	660,439	660,439	660,444	660,439	660,439	-	0.00%	
4404 - Fidelity Bonds	5,436	6,626	6,626	6,624	6,626	6,626	-	0.00%	
4407 - Emp Proceedings	6,156	544	544	540	544	544	-	0.00%	
4410 - General Liability	66,120	6,417	6,417	6,420	6,417	6,417	-	0.00%	
4416 - Other Ins Charges	22,536	2,188	2,188	2,184	2,188	2,188	-	0.00%	
4428 - Prop/Fire Insurance	30,168	2,944	2,944	2,940	2,944	2,944	-	0.00%	
4431 - Pub Officials Liab	3,612	478	478	480	478	478	-	0.00%	
Operating Expenses	789,928	693,316	693,316	693,312	693,666	693,666	350	0.05%	
Administration - General Fund Total	1,955,887	1,821,158	1,821,158	1,788,345	1,846,647	1,846,647	25,489	1.40%	

Finance Department

Accounting and Financial Reporting - General Fund

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	1,341,955	1,392,845	1,392,845	1,382,300	1,448,963	1,448,963	56,118	4.03%	
1110 - Sick Conv to Cash	4,275	-	-	-	-	-	-	0.00%	
1113 - Vac Mgmt Conv	12,217	-	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	9,293	-	-	(47,273)	-	-	-	0.00%	
1199 - Other Reg Salaries	18,143	16,102	16,102	-	16,429	16,429	327	2.03%	This is used as a one-time payment for employees that have reached the top of their salary range.
1201 - Longevity Pay	9,225	7,884	7,884	9,837	10,450	10,450	2,566	32.55%	
1316 - Upgrade Pay	309	-	-	152	-	-	-	0.00%	
1401 - Car Allowances	31,000	30,840	30,840	30,840	30,840	30,840	-	0.00%	
1407 - Expense Allowances	1,440	1,440	1,440	1,440	1,440	1,440	-	0.00%	
1413 - Cellphone Allowance	3,790	3,960	3,960	3,960	3,960	3,960	-	0.00%	
1501 - Overtime 1.5X Pay	4,276	-	-	436	-	-	-	0.00%	
1604 - Direct Labor Credits	(6,007)	-	-	-	-	-	-	0.00%	
1707 - Sick Termination Pay	2,736	-	-	158	-	-	-	0.00%	
1710 - Vacation Term Pay	5,091	-	-	1,468	-	-	-	0.00%	
2119 - Wellness Incentives	6,500	6,500	6,500	6,500	6,500	6,500	-	0.00%	
2204 - Pension - General Emp	96,775	75,637	75,637	75,637	63,096	63,096	(12,541)	(16.58%)	
2210 - Pension - FRS	47,420	71,364	71,364	52,517	78,702	78,702	7,338	10.28%	
2299 - Pension - Def Cont	49,091	34,110	34,110	25,674	35,111	35,111	1,001	2.93%	
2301 - Soc Sec/Medicare	105,466	110,391	110,391	111,416	115,041	115,041	4,650	4.21%	
2307 - Year End FICA Accr	743	-	-	(3,656)	-	-	-	0.00%	
2401 - Disability Insurance	1,378	1,211	1,211	998	1,246	1,246	35	2.89%	
2402 - Life Insurance	1,418	991	991	1,476	1,030	1,030	39	3.94%	
2404 - Health Insurance	185,970	203,127	203,127	185,828	223,462	223,462	20,335	10.01%	
2410 - Workers' Comp	-	1,488	1,488	1,488	1,488	1,488	-	0.00%	
Personal Services	1,932,504	1,957,890	1,957,890	1,841,196	2,037,758	2,037,758	79,868	4.08%	
3101 - Acct & Auditing	68,926	86,300	86,300	86,300	91,600	91,600	5,300	6.14%	
3199 - Other Prof Serv	2,000	2,000	2,000	2,000	2,000	2,000	-	0.00%	Governmental Accounting Standards Board (GASB) Statement 68 report and actuarial reports for audit
3216 - Costs/Fees/Permits	1,107	1,010	1,010	1,010	1,010	1,010	-	0.00%	Award fees for Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR)

Finance Department

Accounting and Financial Reporting - General Fund

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
3231 - Food Services	-	-	-	-	150	150	150	100.00%	Working lunches for ERP Implementation
3243 - Prizes & Awards	212	250	250	250	250	250	-	0.00%	Neighbor Support Night
3299 - Other Services	10,905	19,400	19,400	19,400	20,500	20,500	1,100	5.67%	Paperless Pay (electronic pay advices \$6,900 & W-2's \$3,000). 1099-R, W-2s forms & envelopes (\$600). FRS expenses \$10,000.
3304 - Office Equip Rent	2,526	2,730	2,730	2,730	2,730	2,730	-	0.00%	Toshiba Printer
3407 - Equip Rep & Maint	146	-	-	-	-	-	-	0.00%	
3616 - Postage	13	50	50	50	50	50	-	0.00%	FedEx funds to send the Annual Comprehensive Financial Report (ACFR) to the Auditor General
3628 - Telephone/Cable TV	468	800	800	800	500	500	(300)	(37.50%)	
3904 - Books & Manuals	44	250	250	250	250	250	-	0.00%	Governmental Accounting, Auditing, and Financial Reporting GAAFR or Blue Book from the GFOA
3907 - Data Proc Supplies	1,545	800	800	800	1,600	1,600	800	100.00%	AP & Payroll Printers and Microsoft Licenses
3925 - Office Equip < \$5000	5,827	3,600	3,600	3,600	3,600	3,600	-	0.00%	\$200 per FTE. There are 18 FTEs.
3928 - Office Supplies	11,362	13,500	13,500	13,500	13,500	13,500	-	0.00%	
3949 - Uniforms	-	200	200	200	200	200	-	0.00%	City Polo Shirts
3999 - Other Supplies	464	-	-	-	-	-	-	0.00%	
4110 - Meetings	229	-	-	-	-	-	-	0.00%	
4113 - Memberships/ Dues	599	-	-	-	-	-	-	0.00%	
4119 - Training & Travel	2,485	24,800	24,800	24,800	24,800	24,800	-	0.00%	
4355 - Servchg-Print Shop	3,811	3,000	3,000	3,000	3,800	3,800	800	26.67%	Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR) printing charges
4407 - Emp Proceedings	-	2,449	2,449	2,448	2,449	2,449	-	0.00%	
4410 - General Liability	-	28,875	28,875	28,872	28,875	28,875	-	0.00%	
4416 - Other Ins Charges	-	8,206	8,206	8,206	8,206	8,206	-	0.00%	
4428 - Prop/Fire Insurance	-	13,248	13,248	13,248	13,248	13,248	-	0.00%	
4431 - Pub Officials Liab	-	1,195	1,195	1,195	1,195	1,195	-	0.00%	
Operating Expenses	112,669	212,663	212,663	212,659	220,513	220,513	7,850	3.69%	
Accounting and Financial Reporting - General Fund Total	2,045,173	2,170,553	2,170,553	2,053,855	2,258,271	2,258,271	87,718	4.04%	

Finance Department

Treasury - General Fund

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	589,040	677,832	677,832	607,888	711,075	711,075	33,243	4.90%	
1110 - Sick Conv to Cash	1,761	-	-	-	-	-	-	0.00%	
1113 - Vac Mgmt Conv	10,685	-	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	(688)	-	-	(19,026)	-	-	-	0.00%	
1199 - Other Reg Salaries	2,289	2,324	2,324	-	2,357	2,357	33	1.42%	
1201 - Longevity Pay	14,185	7,802	7,802	10,077	7,005	7,005	(797)	(10.22%)	
1401 - Car Allowances	14,330	16,080	16,080	12,080	16,080	16,080	-	0.00%	
1407 - Expense Allowances	2,880	2,880	2,880	1,920	2,880	2,880	-	0.00%	
1413 - Cellphone Allowance	1,400	1,800	1,800	1,200	1,200	1,200	(600)	(33.33%)	
1501 - Overtime 1.5X Pay	45	-	-	140	-	-	-	0.00%	
1701 - Retirement Gifts	264	-	-	-	200	200	200	100.00%	Retirement gift for City employee with 20 years of service.
1707 - Sick Termination Pay	3,591	-	-	5,234	-	-	-	0.00%	
1710 - Vacation Term Pay	18,758	-	-	7,121	-	-	-	0.00%	
1799 - Other Term Pay	-	-	-	-	23,736	23,736	23,736	100.00%	Anticipated leave payment for retiring employee.
2119 - Wellness Incentives	3,000	2,500	2,500	2,500	2,500	2,500	-	0.00%	
2204 - Pension - General Emp	112,251	95,742	95,742	95,742	66,825	66,825	(28,917)	(30.20%)	
2210 - Pension - FRS	-	11,626	11,626	7,151	30,233	30,233	18,607	160.05%	
2299 - Pension - Def Cont	11,500	11,956	11,956	5,149	6,104	6,104	(5,852)	(48.95%)	
2301 - Soc Sec/Medicare	48,473	54,217	54,217	49,076	56,654	56,654	2,437	4.49%	
2307 - Year End FICA Accr	(71)	-	-	(1,467)	-	-	-	0.00%	
2401 - Disability Insurance	341	425	425	42	217	217	(208)	(48.94%)	
2402 - Life Insurance	1,044	481	481	876	505	505	24	4.99%	
2404 - Health Insurance	82,058	97,818	97,818	69,220	90,083	90,083	(7,735)	(7.91%)	Decrease due to decreased participation.
2410 - Workers' Comp	-	728	728	732	728	728	-	0.00%	
Personal Services	917,136	984,211	984,211	855,655	1,018,382	1,018,382	34,171	3.47%	
3113 - Fin & Bank Serv	29,920	31,200	31,200	31,200	30,600	30,600	(600)	(1.92%)	Wells Fargo custody \$26,600; Deposit tickets and bags \$1,500; Wells Fargo Analysis charge \$2,500
3114 - Bank Analysis Fees	86,232	100,000	100,000	100,000	100,000	100,000	-	0.00%	Bank Analysis Fees - Offset by Revenue Interest set aside for Analysis fees.

Finance Department

Treasury - General Fund

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
3115 - Lien Search Services	182,962	147,184	147,184	147,184	157,200	157,200	10,016	6.81%	Per Utility Billing 9,600 searches @ \$12 each = \$115,200; plus merchant fees of \$42,000
3116 - Invest Mgmt Serv	227,996	192,000	192,000	192,000	200,000	200,000	8,000	4.17%	Investment management services fees
3199 - Other Prof Serv	24,113	12,500	12,500	12,500	17,500	12,500	-	0.00%	Financial advisor retainer fee \$12,500
3201 - Ad/Marketing	100	-	-	-	-	-	-	0.00%	
3231 - Food Services	-	-	-	-	150	350	350	100.00%	Working lunches for ERP implementation
3243 - Prizes & Awards	206	-	-	-	-	-	-	0.00%	
3401 - Computer Maint	-	-	-	-	-	5,000	5,000	100.00%	Continuing maintenance for SymPro, a cash management software module.
3616 - Postage	919	1,164	1,164	1,164	1,164	1,164	-	0.00%	
3628 - Telephone/Cable TV	432	800	800	800	500	500	(300)	(37.50%)	
3907 - Data Proc Supplies	18	-	-	15,000	-	-	-	0.00%	
3925 - Office Equip < \$5000	651	1,600	1,600	1,600	1,600	1,600	-	0.00%	\$200 per FTE. There are 8 FTEs.
3928 - Office Supplies	2,199	3,500	3,500	3,500	3,500	3,500	-	0.00%	
3949 - Uniforms	-	-	-	-	200	200	200	100.00%	Shirts for staff
3999 - Other Supplies	128	-	-	-	450	250	250	100.00%	Neighbor Support Night
4101 - Certification Train	40	-	-	-	-	-	-	0.00%	
4113 - Memberships/Dues	1,035	-	-	645	-	-	-	0.00%	
4119 - Training & Travel	3,179	16,600	16,600	15,955	16,600	16,600	-	0.00%	
4355 - Servchg-Print Shop	-	100	100	100	-	100	-	0.00%	New business cards
4407 - Emp Proceedings	-	1,089	1,089	1,092	1,089	1,089	-	0.00%	
4410 - General Liability	-	12,833	12,833	12,833	12,833	12,833	-	0.00%	
4416 - Other Ins Charges	-	3,830	3,830	3,830	3,830	3,830	-	0.00%	
4428 - Prop/Fire Insurance	-	5,888	5,888	5,888	5,888	5,888	-	0.00%	
4431 - Pub Officials Liab	-	837	837	837	837	837	-	0.00%	
5604 - Writeoff A/R & Other	(50,000)	-	-	-	-	-	-	0.00%	
Operating Expenses	510,130	531,125	531,125	546,128	553,941	554,041	22,916	4.31%	
Treasury - General Fund Total	1,427,266	1,515,336	1,515,336	1,401,783	1,572,323	1,572,423	57,087	3.77%	

Finance Department

Procurement - General Fund

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	894,901	1,088,356	1,088,356	1,066,067	1,108,467	1,108,467	20,111	1.85%	
1113 - Vac Mgmt Conv	11,326	-	-	77	-	-	-	0.00%	
1119 - Payroll Accrual	8,626	-	-	(36,303)	-	-	-	0.00%	
1199 - Other Reg Salaries	3,193	4,509	4,509	10,080	6,867	6,867	2,358	52.30%	This is used as a one-time payment for employees that have reached the top of their salary range.
1201 - Longevity Pay	10,624	7,484	7,484	13,028	7,727	7,727	243	3.25%	
1316 - Upgrade Pay	455	-	-	-	-	-	-	0.00%	
1401 - Car Allowances	13,490	15,760	15,760	16,040	14,760	14,760	(1,000)	(6.35%)	
1407 - Expense Allowances	7,920	10,080	10,080	9,120	10,080	10,080	-	0.00%	
1413 - Cellphone Allowance	2,950	3,280	3,280	4,600	3,600	3,600	320	9.76%	
1501 - Overtime 1.5X Pay	10	-	-	-	-	-	-	0.00%	
1604 - Direct Labor Credits	(658)	-	-	-	-	-	-	0.00%	
1701 - Retirement Gifts	386	100	100	100	200	200	100	100.00%	Two planned retirements
1707 - Sick Termination Pay	6,760	-	-	1,351	-	-	-	0.00%	
1710 - Vacation Term Pay	26,775	-	-	7,034	-	-	-	0.00%	
1799 - Other Term Pay	-	31,200	31,200	31,200	-	-	(31,200)	(100.00%)	
2104 - Mileage Reimburse	70	-	-	-	200	-	-	0.00%	
2119 - Wellness Incentives	4,000	4,000	4,000	4,000	4,000	4,000	-	0.00%	
2204 - Pension - General Emp	65,186	37,958	37,958	37,958	56,701	56,701	18,743	49.38%	
2210 - Pension - FRS	38,603	86,469	86,469	85,221	88,164	88,164	1,695	1.96%	
2299 - Pension - Def Cont	16,550	9,396	9,396	-	-	-	(9,396)	(100.00%)	
2301 - Soc Sec/Medicare	72,863	86,184	86,184	92,792	86,826	86,826	642	0.74%	
2307 - Year End FICA Accr	696	-	-	(2,847)	-	-	-	0.00%	
2401 - Disability Insurance	454	333	333	-	-	-	(333)	(100.00%)	
2402 - Life Insurance	1,970	772	772	2,392	788	788	16	2.07%	
2404 - Health Insurance	120,464	166,874	166,874	126,811	147,812	147,812	(19,062)	(11.42%)	
2407 - Unemployment Comp	(791)	-	-	-	-	-	-	0.00%	
2410 - Workers' Comp	-	1,237	1,237	1,236	1,237	1,237	-	0.00%	
Personal Services	1,306,823	1,553,992	1,553,992	1,469,957	1,537,429	1,537,229	(16,763)	(1.08%)	
3199 - Other Prof Serv	15,000	-	-	-	-	-	-	0.00%	
3201 - Ad/Marketing	192	-	-	-	-	-	-	0.00%	

Finance Department

Procurement - General Fund

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
3216 - Costs/Fees/ Permits	640	760	760	760	760	760	-	0.00%	Application for the National Procurement Institute (NPI) Achievement of Excellence in Procurement Award
3231 - Food Services	-	400	400	400	600	600	200	50.00%	Food provided at Southeast Chapter of National Institute of Governmental Purchasing (NIGP) hosted by the City
3243 - Prizes & Awards	212	-	-	106	250	-	-	0.00%	
3299 - Other Services	15,227	30,000	30,000	30,000	35,000	35,000	5,000	16.67%	BidSync procurement software
3304 - Office Equip Rent	1,449	1,800	1,800	1,764	2,000	2,000	200	11.11%	Toshiba copier
3628 - Telephone/Cable TV	1,376	1,900	1,900	1,900	1,400	1,400	(500)	(26.32%)	
3907 - Data Proc Supplies	1,946	-	-	120	-	-	-	0.00%	
3925 - Office Equip < \$5000	314	2,600	2,600	2,600	3,000	2,800	200	7.69%	\$200 is allocated per FTE. There are 14 FTEs.
3928 - Office Supplies	2,550	4,250	4,250	4,024	5,000	5,000	750	17.65%	USB drives, printer cartridges, paper
3999 - Other Supplies	-	500	500	500	1,000	500	-	0.00%	Miscellaneous supplies
4113 - Memberships/ Dues	-	-	-	689	-	-	-	0.00%	
4119 - Training & Travel	2,688	28,200	28,200	27,511	25,800	25,800	(2,400)	(8.51%)	
4355 - Servchg-Print Shop	123	1,000	1,000	1,000	2,000	2,000	1,000	100.00%	Printed materials for increased trainings, presentations, conferences, and workshops to better equip City staff with knowledge of the procurement process.
4407 - Emp Proceedings	-	2,041	2,041	2,040	2,041	2,041	-	0.00%	
4410 - General Liability	-	24,062	24,062	24,060	24,062	24,062	-	0.00%	
4416 - Other Ins Charges	-	6,565	6,565	6,564	6,565	6,565	-	0.00%	
4428 - Prop/Fire Insurance	-	11,040	11,040	11,040	11,040	11,040	-	0.00%	
4431 - Pub Officials Liab	-	1,554	1,554	1,560	1,554	1,554	-	0.00%	
Operating Expenses	41,717	116,672	116,672	116,638	122,072	121,122	4,450	3.81%	
Procurement - General Fund Total	1,348,540	1,670,664	1,670,664	1,586,595	1,659,501	1,658,351	(12,313)	(0.74%)	

Water and Sewer Fund



Finance Department - Water and Sewer Fund

Department Fund Financial Summary

Financial Summary - Funding Source

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Estimate	FY 2023 Budget Recommended	FY 2022 Adopted Budget vs FY 2023 Budget Recommended	Percent Difference
Water and Sewer - 450	\$ 3,258,009	3,463,657	3,346,741	3,575,090	111,433	3.2%
Total Funding	3,258,009	3,463,657	3,346,741	3,575,090	111,433	3.2%

Financial Summary - Program Expenditures

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Estimate	FY 2023 Budget Recommended	FY 2022 Adopted Budget vs FY 2023 Budget Recommended	Percent Difference
Utility Billing and Collections	3,258,009	3,463,657	3,346,741	3,575,090	111,433	3.2%
Total Expenditures	3,258,009	3,463,657	3,346,741	3,575,090	111,433	3.2%

Financial Summary - Category Expenditures

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Estimate	FY 2023 Budget Recommended	FY 2022 Adopted Budget vs FY 2023 Budget Recommended	Percent Difference
Personal Services	1,692,840	1,872,780	1,756,469	1,917,187	44,407	2.4%
Operating Expenses	1,446,519	1,590,877	1,590,272	1,657,903	67,026	4.2%
Capital Outlay	118,650	-	-	-	-	0.0%
Total Expenditures	\$ 3,258,009	3,463,657	3,346,741	3,575,090	111,433	3.2%
Full Time Equivalents (FTEs)	26	26	26	26	-	0.0%

FY 2023 Major Variances

Operating Expenses

\$19,510- Increase in online utility bill payment processing expense

Descriptions & Line Items by Division



Utility Billing and Collections - Water and Sewer

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	1,076,613	1,246,006	1,246,006	1,235,658	1,263,585	1,263,585	17,579	1.41%	
1113 - Vac Mgmt Conv	2,818	-	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	1,068	-	-	(34,253)	-	-	-	0.00%	
1201 - Longevity Pay	4,522	3,984	3,984	2,448	2,712	2,712	(1,272)	(31.93%)	
1401 - Car Allowances	8,760	8,760	8,760	8,760	8,760	8,760	-	0.00%	
1413 - Cellphone Allowance	600	600	600	600	600	600	-	0.00%	
1501 - Overtime 1.5X Pay	2,765	12,520	12,520	11,056	6,000	6,000	(6,520)	(52.08%)	Reduced based on utilization in concurrence with the Department.
1504 - Overtime 1X Pay	124	-	-	356	-	-	-	0.00%	
1604 - Direct Labor Credits	(2,193)	-	-	-	-	-	-	0.00%	
1701 - Retirement Gifts	295	-	-	-	-	-	-	0.00%	
1707 - Sick Termination Pay	181	-	-	-	-	-	-	0.00%	
1710 - Vacation Term Pay	1,169	-	-	131	-	-	-	0.00%	
2119 - Wellness Incentives	5,500	5,500	5,500	5,500	5,500	5,500	-	0.00%	
2204 - Pension - General Emp	56,559	35,189	35,189	35,189	19,111	19,111	(16,078)	(45.69%)	
2210 - Pension - FRS	41,887	68,532	68,532	54,814	88,578	88,578	20,046	29.25%	
2299 - Pension - Def Cont	49,016	39,861	39,861	23,654	32,417	32,417	(7,444)	(18.67%)	
2301 - Soc Sec/Medicare	79,815	96,343	96,343	88,220	97,588	97,588	1,245	1.29%	
2304 - Supplemental FICA	-	960	960	960	460	460	(500)	(52.08%)	
2307 - Year End FICA Accr	68	-	-	(2,518)	-	-	-	0.00%	
2401 - Disability Insurance	1,423	1,414	1,414	230	1,150	1,150	(264)	(18.67%)	
2402 - Life Insurance	140	886	886	132	894	894	8	0.90%	
2404 - Health Insurance	244,863	271,076	271,076	244,388	327,883	327,883	56,807	20.96%	
2405 - Post Employment Health Obligation	19,200	19,200	19,200	19,200	-	-	(19,200)	(100.00%)	
2407 - Unemployment Comp	4,323	-	-	-	-	-	-	0.00%	
2410 - Workers' Comp	1,788	1,331	1,331	1,332	1,331	1,331	-	0.00%	
9237 - Transfer Out to Special Obligation Bonds	75,012	48,877	48,877	48,876	48,877	48,877	-	0.00%	
9239 - Transfer Out to Special Obligation Bonds Refinance	16,524	11,741	11,741	11,736	11,741	11,741	-	0.00%	
Personal Services	1,692,840	1,872,780	1,872,780	1,756,469	1,917,187	1,917,187	44,407	2.37%	
3107 - Data Proc Serv	193,658	220,290	220,290	220,290	239,800	239,800	19,510	8.86%	Increase in online payments being processed.

Finance Department

Utility Billing and Collections - Water and Sewer

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
3113 - Fin & Bank Serv	45,445	55,000	55,000	55,000	50,000	50,000	(5,000)	(9.09%)	Decrease in volume of mailed payments processed by contracted payment processing service Bill2Pay.
3201 - Ad/Marketing	272	-	-	-	-	-	-	0.00%	
3216 - Costs/Fees/Permits	11,971	10,000	10,000	10,000	13,000	13,000	3,000	30.00%	Lockbox services billed annually and an expected increase in the amount of lien releases being processed.
3231 - Food Services	-	-	-	-	150	150	150	100.00%	Working lunches for ERP Implementation.
3243 - Prizes & Awards	121	-	-	-	-	-	-	0.00%	
3249 - Security Services	10,888	10,500	10,500	9,201	12,326	13,650	3,150	30.00%	Gloval an annual security monitoring is up for renewal in November - budget adjusted based on an anticipated increase of 30%.
3299 - Other Services	-	7,500	7,500	7,500	7,500	7,500	-	0.00%	Collection agency fees
3304 - Office Equip Rent	1,416	1,965	1,965	1,965	1,965	1,965	-	0.00%	Toshiba
3316 - Building Leases	48,000	59,400	59,400	59,400	59,400	59,400	-	0.00%	
3401 - Computer Maint	171,978	189,950	189,950	189,950	199,964	199,964	10,014	5.27%	Annual maintenance contract for various software systems (Paymentus, Cayenta, LaserFiche, etc.)
3407 - Equip Rep & Maint	1,197	1,200	1,200	1,900	1,300	1,300	100	8.33%	Currency counter annual maintenance agreements
3616 - Postage	198,147	190,800	190,800	190,800	190,800	190,800	-	0.00%	Postage and permit
3628 - Telephone/Cable TV	792	800	800	800	800	800	-	0.00%	
3907 - Data Proc Supplies	415	500	500	500	500	500	-	0.00%	
3925 - Office Equip < \$5000	4,858	5,200	5,200	5,200	5,200	5,200	-	0.00%	
3926 - Furniture < \$5000	1,303	-	-	-	-	-	-	0.00%	
3928 - Office Supplies	28,689	30,600	30,600	30,600	30,600	30,600	-	0.00%	
3999 - Other Supplies	1,367	-	-	-	-	-	-	0.00%	
4119 - Training & Travel	-	5,600	5,600	5,600	5,600	5,600	-	0.00%	
4304 - Indirect Admin Serv	429,000	491,630	491,630	491,630	527,732	527,732	36,102	7.34%	
4343 - Servchg-Info Sys	212,028	148,444	148,444	148,440	148,444	148,444	-	0.00%	
4355 - Servchg-Print Shop	32,402	37,200	37,200	37,200	35,000	37,200	-	0.00%	Printing, folding, inserting bills and printing marketing materials
4404 - Fidelity Bonds	108	135	135	132	135	135	-	0.00%	
4407 - Emp Proceedings	3,408	3,538	3,538	3,540	3,538	3,538	-	0.00%	
4410 - General Liability	36,576	41,707	41,707	41,712	41,707	41,707	-	0.00%	
4416 - Other Ins Charges	12,264	11,489	11,489	11,484	11,489	11,489	-	0.00%	
4428 - Prop/Fire Insurance	-	67,190	67,190	67,188	67,190	67,190	-	0.00%	

Finance Department

Utility Billing and Collections - Water and Sewer

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
4431 - Pub Officials Liab	216	239	239	240	239	239	-	0.00%	
Operating Expenses	1,446,519	1,590,877	1,590,877	1,590,272	1,654,379	1,657,903	67,026	4.21%	
6405 - Computer Software	118,650	-	-	-	-	-	-	0.00%	
Capital Outlay	118,650	-	-	0	-	-	-	0.00%	
Utility Billing and Collections - Water and Sewer Total	3,258,009	3,463,657	3,463,657	3,346,741	3,571,566	3,575,090	111,433	3.22%	

Decision Packages



FY 2023 Decision Package Summary

Finance Department - 001 General Fund

Priority	Request Type	Title of Request	# of Positions	Year 1 Net Cost	Year 2 Net Cost (Ongoing)
1	Program - New	GASB Statement 87 - Leases	-	100,000	15,000
			-	\$100,000	\$15,000

FY 2023 Decision Package Form

Finance Department

Priority Number: 1
Title of Request: GASB Statement 87 - Leases
Request Type: Program - New

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of Justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

The Governmental Accounting Standards Board (GASB) issue Statement No. 87 – Leases is requiring the recognition of certain lease assets and liabilities for leases that previously were classified as operating leases. This requirement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right-to-use an underlying asset. The objective of this Statement is to better meet the informational needs of financial statement users by improving accounting and financial reporting for leases by governments. The provisions of this Statement are effective for financial statements for the City's financial year ending September 30, 2022.

To assist in the implementation effort and reduce the amount of staff time spent on reporting, Finance is seeking to hire a consultant to aide in the implementation of the new reporting requirement. In addition to professional services, Finance is seeking to procure a software solution to assist in the collection and management of all City leases, as well as generate all year-end accounting entries.

Expected Implementation (MM/YY): 01/23

Performance Measures:

Measure Description	Current Year Projection	Next Year Target	Next Year Target with Modification
Number of Audit Findings (related to GASB Statement 87 - Leases)	N/A	>0	0

Strategic Connections:

Focus Area: Internal Support
Goal: Internal Support - Leading Government Organization
Objective: IS-6 Maintain financial integrity through sound budgeting practices, prudent fiscal management, cost effective operations and long-term financial planning
Source of Justification: Press Play Fort Lauderdale 2024, A 5-Year Strategic Plan

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
Expenditures					
FIN020101	3199	Other Prof Serv	Consultant aid for lease collection and implementation	85,000	-
FIN020101	3401	Computer Maint	Software solution for lease management	15,000	15,000
Total Expenditures				100,000	15,000
Net				\$100,000	\$15,000

Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
General Fund	100,000	15,000

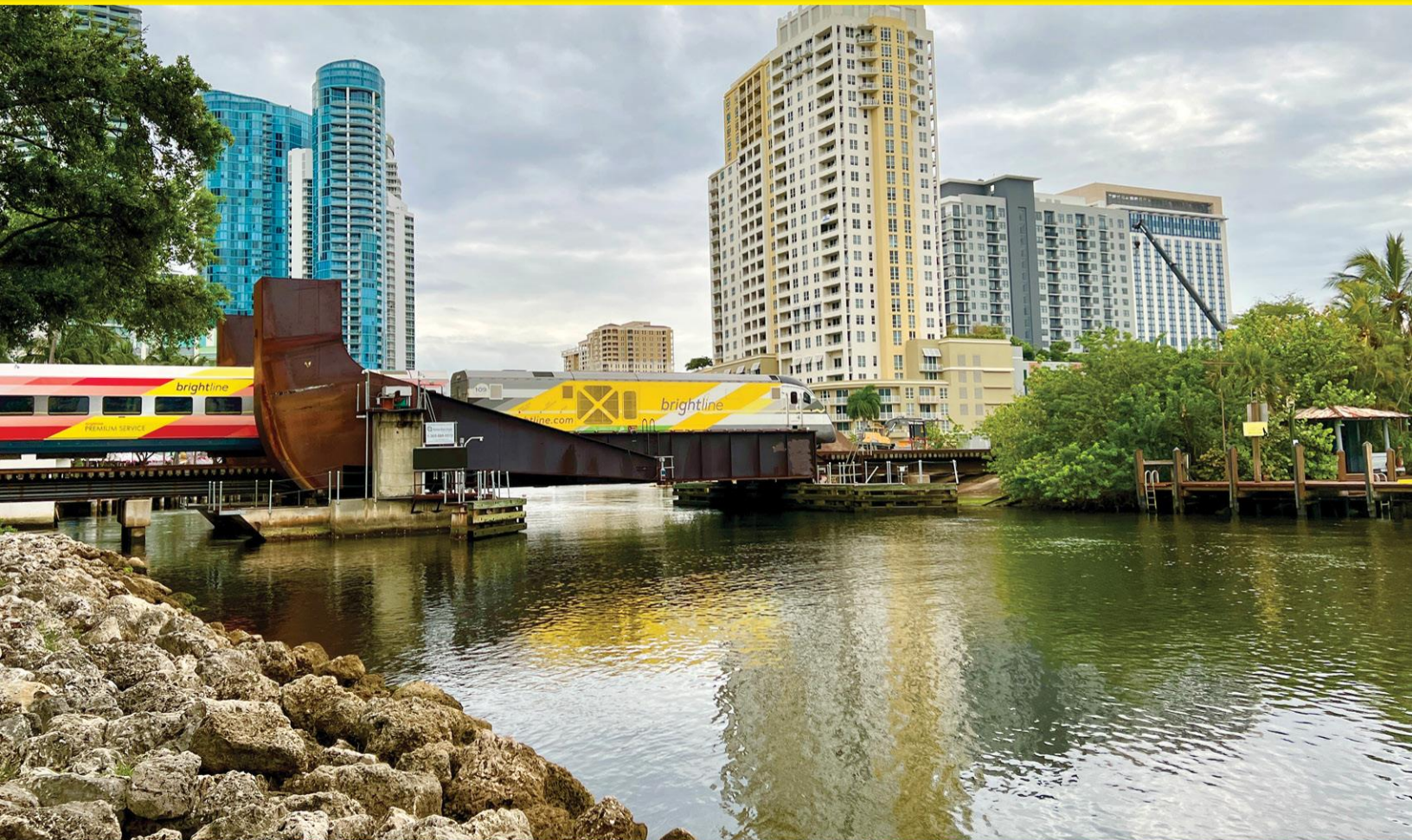
~ Notes ~

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CITY OF FORT LAUDERDALE FY 2023 DEPARTMENT REQUEST

Information Technology Services



Information Technology Services

Department Description

The Information Technology Services (ITS) Department is a centralized service department that partners with City departments and charter offices to leverage technology in solving business challenges, pursuing operational efficiencies, and improving neighbor services. The Department strategically plans, manages, and secures the Citywide technology infrastructure and business application platforms to support and enhance the City's internal operations and neighbor services. The Department maintains these platforms in an operational ready, stable, and secure state, with contingency planning and testing for business continuity of government services.

Information Technology Services Department

FY 2023 Projected Organizational Chart

Total FTEs - 77

IT ADMINISTRATIVE SERVICES - 13

Director - Information Technology Services	1
Business Operations Manager	1
Copy Center/Mail Technician	1
Financial Administrator	1
Offset Printing Press Operator	1
Publishing Services Administrator	1
Senior Accounting Clerk	2
Senior Administrative Assistant	5

IT INFRASTRUCTURE & OPERATIONS SERVICES - 22

Technology Infrastructure and Operations Manager	1
IT Service Desk Manager	1
Information Technology Security Analyst	1
IT Service Desk Coordinator	3
IT Service Desk Supervisor	1
Network Engineer	2
Senior Network Engineer	1
Senior Systems Engineer	1
Senior Technical Support Analyst	2
Senior Voice Engineer	1
Systems Engineer	2
Technical Support Analyst	4
Technology Infrastructure Support Technician	1
Voice Engineer	1

IT PUBLIC SAFETY SERVICES - 18

Police Information Technology Manager	1
Telecommunications Manager	1
Administrative Assistant	1
Senior Systems Engineer	1
Senior Technical Support Analyst	3
Senior Technology Strategist	2
Technical Support Analyst	4
Technical Support Coordinator	1
Technology Strategist	1
Telecommunications Coordinator	1
Telecommunications Technician	2

IT PROJECT MANAGEMENT OFFICE - 7

Application Services Manager	1
Senior Technology Strategist	1
Technology Strategist	5

IT APPLICATION SERVICES - 14

Division Manager	1
Application Support Specialist	3
Database Administrator	1
Data Warehouse Analyst	1
Geographic Information Systems Analyst	2
Senior Database Administrator	1
Senior Geographic Information Systems Analyst	2
Senior Technology Strategist	2
Technical Support Analyst	1

IT SECURITY SERVICES - 3

Division Manager	1
Information Technology Security Analyst	1
Senior Information Technology Security Analyst	1

FY 2022 Adopted

FY 2023 Projected

Difference

77

77

0

Information Technology Services

ITS Administrative Services

Division Description

The ITS Administrative Services Division is responsible for the IT finance, human resources, performance management, mail, and print shop services. The team oversees the budget, ITS capital improvement project funding, contract administration, Citywide technology procurement, ITS accounts payable and payroll. The team monitors the health of the ITS Department by tracking and reporting on key performance indicators (KPI) and departmental operational metrics. The Division also manages the Publishing and Mail Services and is responsible for the production and logistics of revenue-generating printed materials, such as water bills, business tax licenses and renewals, police alarm notices, fire inspection fees and more. The Publishing team provides City letterhead, envelopes, business cards, brochures, postcards, and other printed materials for all City departments.

FY 2022 Major Accomplishments

- Implemented a Leadership Training Program for the positions of Director, Division Manager and Team Lead. The training is an ongoing effort with the assistance of an outside consultant. With the implementation of the program and in collaboration with the Human Resources Department, ITS is able to improve the effectiveness of the Department's leadership capabilities.
- Established a cost optimization program with a business-focused element that aids in reducing spending while simultaneously maximizing the utilization of technologies and services. The program consists of five tasks, occurring over three years, which include: 1) negotiating with vendors on contract costs (both existing and new), 2) defining possible cost saving initiatives, 3) transferring knowledge, 4) beginning the team and team lead implementation process, and 5) creating performance metrics to record progress.
- Enhanced the Department's performance management system using data to illustrate the demand for IT services as it relates to staffing levels, managing IT costs, and improving the efficiency and effectiveness of the Department in its entirety.

FY 2023 Major Projects and Initiatives

- Continue the Leadership Training Program for the positions of Director, Division Manager and Team Lead. This leadership training is an ongoing effort, with the assistance of an outside consultant, to increase the effectiveness of the Department's leadership capabilities.
- Continue the enhancement of the Department's performance management system and creation of various process reviews that streamline the efficiencies of the Department.

Information Technology Services

ITS Project Management Office

Division Description

The Project Management Office (PMO) is responsible for providing ITS project management services and business analysis to all City departments and Charter Offices. The PMO collaborates with department leaders to ensure technology priorities are being correctly identified and to provide the most effective implementation process for new and upgraded technologies. The Division drives technology innovation within the City by understanding business process challenges and proposing the best technology solutions. The PMO ensures project execution by monitoring and controlling performance and by optimizing resource allocation with the usage of project management tools. The Division develops policies, procedures, templates, project related documentation, key performance indicators (KPI), dashboards, and reports on ITS projects to facilitate high-level discussions, strategic planning, resource management and decision making within the Department.

FY 2022 Major Accomplishments

- Employed governance practices to ensure a consistent and standardized approach is taken for project execution. The implementation of the PMO Governance process enables the Department to seek more innovative ways to share resources, methodologies, tools, and techniques for project success Citywide.
- Continued implementation of a project resource management framework to provide insight into ITS' resource utilization and allocation. The framework cycle is being executed via a standard scheduling and resource assignment process for all projects. This allows ITS to use data to determine if resources are available for new project requests.
- Developed and implemented a Project Portfolio Reporting and Key Performance Indicator (KPI) Dashboard aimed at increasing transparency of the ITS PMO portfolio across the organization. ITS uses this tool to manage and execute projects and to identify any resources needed for project completion.

FY 2023 Major Projects and Initiatives

- Implement standardized project management process methodologies with defined project deliverables throughout the project's lifecycle, to include the scope, risk and change management processes.
- Continue ongoing training on best project management practices and the ITS framework. This training allows for the application of consistent project management principles, and leads to better long-term project execution, as well as improved stakeholder and end-user satisfaction.
- Utilize a project prioritization matrix as a resource load stabilization tool to ensure that resources are allocated based on urgency and availability. Weighing the prioritization criteria allows ITS to properly utilize staff time, minimize costs, and maximize the potential value of IT technology solutions across the City.

Information Technology Services

ITS Project Management Office, continued

- Implement standardized project management methods and methodologies with defined project deliverables throughout the project's lifecycle to include scope management, risk management, and change management processes. With an effective risk management plan of action, these project management methodologies will allow ITS to take deliberate risks, within an effective risk management plan, to seize positive risks and opportunities as they arise.
- Assess various project management tools and solutions and create a roll-out plan for ITS. One of the key benefits of an advanced project management solution is automation, especially for resource allocation, project planning, and scheduling. This will assist in creating a solid foundation for ITS projects to accurately define and map out milestones, key deliverables, and roles prior to execution. An advanced project management tool will also facilitate the identification of resource bottlenecks and determine when to allocate more resources for the entire IT portfolio.

Information Technology Services

ITS Security Services

Division Description

The IT Security Team is responsible for ensuring the confidentiality, integrity, and availability of all City data while adhering to statutory and regulatory requirements, security best practices, and security standards such as Payment Card Industry-Data Security Standard (PCI-DSS). The team manages the City's cybersecurity vulnerabilities by performing vulnerability scanning, accessing log monitoring, evaluating supply chain Security Reviews and targeted risk assessments. The team creates and executes Citywide information security policies and procedures and ensures information security compliance standards are adhered to by performing internal/external audits. IT Security also manages and executes the City's Cybersecurity Incident Response Program.

FY 2022 Major Accomplishments

- Completed the process of documenting System Security Controls for all City information systems which protects how sensitive information such as Payment Card Industry, Health Insurance Portability and Accountability Act (HIPAA), and Criminal Justice Information Services (CJIS) data is processed, stored, or transmitted. The documentation of systems security controls creates a more comprehensive plan for the enhancements of policies, procedures, and physical controls required to protect the City's data and networks.
- Performed a Cybersecurity & Compliance Program and System Security Controls Gap Assessment to identify gaps in policies, procedures, and system security controls. The Division developed Plans of Actions and Milestones (POAMS) to mitigate risks to an acceptable level. The Division also conducted a remediation of security control gaps identified in the Gap Assessment and implemented process improvements strategies for the Cybersecurity & Compliance Program.
- Developed a Supply-Chain (Vendor) Security Review Process to identify risks to City data and compliance obligations.
- Developed and implemented a Cybersecurity Incident Response Program with a standard process to address the root cause of incident occurrence.

FY 2023 Major Projects and Initiatives

- Implement the Comprehensive Cybersecurity Governance Plan.
- Develop and implement new policies, procedures and security controls resulting from cybersecurity gap assessments.

Information Technology Services

ITS Application Services

Division Description

The IT Application Services Division is the City's technical resource for the implementation, integration, maintenance, and support of the majority of the City's business software applications. Application Services ensures that the City's business data is available by implementing best practices for database backup and recovery. Additionally, Application Services administers Business Intelligence (BI) technologies for City staff to analyze business application data and present analytical findings in the form of reports, summaries, dashboards, graphs, charts, and maps for more informed business decisions.

FY 2022 Major Accomplishments

- Implemented an integration of Esri's Geographic Information System (GIS) platform and Cues GraniteNet video inspection software for the Public Works Department that allows for the inspection of stormwater fields and the capability to digitally store inspection results for stormwater assets.
- Completed Phase II of the Stormwater Easement Location Project that resulted in the identification of stormwater easements throughout the City for the Public Works Department. The availability of this information, on an interactive GIS map, gives stormwater engineers and repair crews an illustrative depiction of locations on private properties where they are legally able to perform work. Phase I of this work, which created the GIS depictions of easements along City waterways, was completed in Fiscal Year 2020.
- Upgraded the City's payroll software and host hardware that was a necessity to meet Federal End-of-Year requirements such providing accurate payroll tax information to employees.
- Built a map-centric interactive web tool to allow residents and visitors to search for City-owned parking lots and garages. An internal module also allows the Transportation and Mobility Department, Parking Division's Customer Service team to timely respond to parking citation inquiries.
- Upgraded and migrated the Fire Rescue Department's Telestaff scheduling application into Ultimate Kronos Group's cloud environment making it a Software as a Service (SaaS). This feature ensures new features are pushed out as they become available from the software's host. SaaS also cuts down on the City's soft operating costs by eliminating the need for City staff to spend time managing and replacing Telestaff servers.
- Created automated tools that provide updated property and utility billing data for lien reporting on the Conduits Net assets website. This affords real estate professionals and prospective property owners a tool to research whether liens have been placed on a property of interest.
- Developed a proactive manhole inspection framework and a GIS based mobile software solution to identify and track conflict boxes, utility boxes where multiple utility pipes intersect, throughout the City. The solution assists the Public Works Department in proactively managing the City's aging utility infrastructure.

Information Technology Services

ITS Application Services, continued

- Negotiated a new support agreement with the hosting vendor for the FAMIS financial and accounting application to allow for after-hours support.
- Created an IT Security Controls and Disaster Recovery Protocol for Public Works' Asset Management and Capacity, Management Operation, and Maintenance (AM-CMOM) program.
- Implemented the vendor delivered wastewater GIS database into the City's enterprise GIS environment.

FY 2023 Major Projects and Initiatives

- Build a GIS based Utility Viewer application for the City's water, wastewater, and stormwater utility networks.
- Bring the Finance and Supply Chain Management (FSM) and Human Capital Management (HCM) phases of the Infor Enterprise Resource Planning (ERP) solution online.
- Decommission FAMIS, the legacy financial accounting application, as it is being replaced with the Infor ERP system.

Information Technology Services

ITS Infrastructure and Operations Services

Division Description

The ITS Infrastructure and Operations Services Division is responsible for the design, management, maintenance, and support of technology infrastructure which provides the foundation for the City's business applications and compute environments. Supported technology components, including computer communications networks, storage networks, email platforms, telephony and contact center platforms, audio/visual, and media broadcast systems are distributed across multiple locations within the City via the cloud. The Operations team provides 24/7 support for the technologies that are consumed, and/or delivered, across all the compute environments within the City. The Service and Support Center "Help Desk" is a multi-level section which acts as a technology hub for the intake of requests for service from City employees. This team is responsible for varied amounts of end-user technology in support of the City's business needs, desktop applications as well as departmental projects. The Help Desk staff also support and maintain the City's computer replacement plan.

FY 2022 Major Accomplishments

- Performed a detailed assessment of the City's technology infrastructure architecture, with the goal of developing a long-term strategic plan for the ongoing modernization, maintenance and management of the various infrastructure and support areas. These areas include network, computer, storage, cyber-security posture, and IT service delivery. The development of a strategic plan will provide the roadmap to improve performance, increase availability, and maintain the integrity of the City's information systems. The Total Cost of Ownership (TCO) as well as the Return on Investment (ROI) for the transformation of the City's technology infrastructure will also be a desired outcome.

FY 2023 Major Projects and Initiatives

- Complete the Infrastructure Stabilization Plan and continue upgrading end-of-life and end-of-service IT infrastructure.
- Continue planning and training on the Information Technology Infrastructure Library (ITIL) transformation process for improved IT service delivery.
- Virtualize physical servers.

Information Technology Services

IT Public Safety Services

Division Description

The Public Safety IT Services Division is responsible for the management, maintenance and 24/7 support of the City's Public Safety technologies and systems such as Automatic Vehicle Location (AVL) units, License Plate Readers (LPR), fingerprint readers, body camera technology, Citywide access control, and Citywide video security cameras systems. The Radio Team is housed within this Division and supports the City's mission-critical radio communications networks for emergency first responders and various internal and external local government departments. The Radio Team also plays an integral role with the Florida Regional Domestic Security Task Force (RDSTF) and the Miami-Fort Lauderdale Urban Areas Security Initiative (UASI) through the facilitation of Department of Homeland Security target capabilities.

FY 2022 Major Accomplishments



- Relocated the Police Compound Radio Tower to accommodate for the new Police Headquarters building.
- Developed a new strategy for the Citywide video infrastructure which added security features that enhance video surveillance capabilities and extend video infrastructure to cover the intersection of Sunrise Boulevard and State Route A1A.
- Upgraded the Citywide Physical Access Control System to provide a higher level of physical security to restricted systems and areas within City buildings.

FY 2023 Major Projects and Initiatives

- Research an asset inventory management solution.
- Complete security surveillance system migration and expansion to further enhance safety and security Citywide in alignment with the Real Time Crime Center.
- Continue and complete upgrades to the Citywide Physical Access Control System.

Information Technology Services

Department Core Processes and Performance Measures

 PUBLIC SAFETY	<p>STRATEGIC GOALS</p> <p>Goal 6: Build a safe and well-prepared community.</p> <p>Goal 7: Build a values-based organization dedicated to developing and retaining qualified employees.</p> <p>Goal 8: Build a leading government organization that manages all resources wisely and sustainably.</p>
 INTERNAL SUPPORT	

Department Core Process	Performance Measures	Objective	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY 2022 Projected	FY 2023 Target
Provide effective and efficient IT customer service	Percent of MOBILE problem work orders resolved within 24 hours	At or Above Target	81%	84%	75%	80%	75%
	Percent of RADIO repair work orders resolved within 24 hours	At or Above Target	27%	52%	50%	70%	50%
	Percent of SERVICE DESK work orders resolved at time of call	At or Above Target	73%	71%	62%	70%	70%
	Percent of DESK-TOP SERVICE work orders resolved within 24 hours	At or Above Target	89%	80%	92%	85%	92%
	Percent of TELEPHONE work orders resolved within 24 hours	At or Above Target	63%	56%	80%	80%	80%
	Percent of NETWORK work orders resolved within 24 hours	At or Above Target	46%	44%	50%	50%	50%
	Percent of APPLICATION SUPPORT problem work orders resolved within 24 hours	At or Above Target	25%	58%	60%	60%	60%
	Percent of SECURITY work orders resolved within 24 hours	At or Above Target	***	37%	80%	60%	98%

***Historical information not available

Information Technology Services

Department Core Processes and Performance Measures, continued

Department Core Process	Performance Measures	Objective	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY 2022 Projected	FY 2023 Target
Provide effective and efficient IT customer service	Quality of annual OVERALL IT services: overall satisfaction	At or Above Target	***	***	95%	95%	95%
	Customer satisfaction with SERVICE DESK WORK ORDER survey: Overall Support	At or Above Target	97%	99% ¹	97%	97%	98%
Promote optimal operating efficiencies across the City's technology environment	ITS Spending per City FTE	At or Below Target	***	\$7,628	\$8,000	\$8,000	\$8,000
Manage technology projects collaboratively for effective implementation across the City	Percentage of Approved Projects- "Active"	At or Above Target	***	47%	40%	45%	40%
	Percentage of Approved Projects at risk/off track	At or Below Target	***	25%	20%	20%	20%
	Percentage of Approved Projects- "On-Hold"	At or Below Target	***	36%	20%	11%	20%
	Percentage of Approved Projects- "Pending Resource"	At or Below Target	***	17%	40%	43%	40%

***Historical information not available

¹ The data provided for this period is from January 2021 to September 2021.

Information Technology Services Central Services Fund



**Information Technology Services Department - Central Services
(Information Technology Services) Fund**

Department Fund Financial Summary

Financial Summary - Funding Source

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Estimate	FY 2023 Budget Recommended	FY 2022 Adopted Budget vs FY 2023 Budget Recommended	Percent Difference
Central Services	\$ 21,726,383	24,524,612	23,471,972	23,387,645	(1,136,967)	(4.6%)
Total Funding	21,726,383	24,524,612	23,471,972	23,387,645	(1,136,967)	(4.6%)

Financial Summary - Program Expenditures

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Estimate	FY 2023 Budget Recommended	FY 2022 Adopted Budget vs FY 2023 Budget Recommended	Percent Difference
IT Administrative Services	3,345,258	3,477,070	3,420,995	3,477,757	687	0.0%
IT Application Services	5,873,021	5,186,465	4,949,832	5,021,883	(164,582)	(3.2%)
IT Public Safety Services	4,307,478	5,658,177	5,235,241	4,971,039	(687,138)	(12.1%)
IT Infrastructure & Operations Services	5,565,969	7,017,999	6,775,706	6,733,035	(284,964)	(4.1%)
IT Project Management Office	812,499	1,126,693	1,163,229	1,171,477	44,784	4.0%
IT Security Services	817,920	1,053,970	922,731	1,008,216	(45,754)	(4.3%)
Loans and Notes	1,004,238	1,004,238	1,004,238	1,004,238	0	0.0%
Total Expenditures	21,726,383	24,524,612	23,471,972	23,387,645	(1,136,967)	(4.6%)

Financial Summary - Category Expenditures

	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Estimate	FY 2023 Budget Recommended	FY 2022 Adopted Budget vs FY 2023 Budget Recommended	Percent Difference
Personal Services	9,109,501	10,590,818	9,569,323	10,596,640	5,822	0.1%
Operating Expenses	11,346,088	11,800,153	11,769,008	11,506,767	(293,386)	(2.5%)
Capital Outlay	266,556	1,129,403	1,129,403	280,000	(849,403)	(75.2%)
Debt Services	1,004,238	1,004,238	1,004,238	1,004,238	0	0.0%
Total Expenditures	\$ 21,726,383	24,524,612	23,471,972	23,387,645	(1,136,967)	(4.6%)
Full Time Equivalents (FTEs)	78	77	77	77	-	0.0%

FY 2023 Major Variances

Operating Expenses

- \$ (447,610) - Decrease in maintenance and support for Legacy Suite of Financial Applications and Systems
- (275,700) - Decrease in telephone/cable tv expenses
- 183,865 - Increase in citywide and Public Safety PC replacement plan

Capital Outlay

- (676,403) - Decrease in one-time funding for the scheduled fleet replacement of the emergency communications trailer and tractor
- (173,000) - Decrease in one-time funding for the replacement of uninterruptable power supply (UPS) batteries

Descriptions & Line Items by Division



Information Technology Services Department

**Loans and Notes - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
7103 - Loan Principal	910,856	933,354	933,354	933,354	956,408	956,408	23,054	2.47%	
7203 - Loan Interest	93,382	70,884	70,884	70,884	47,830	47,830	(23,054)	(32.52%)	
Debt Services	1,004,238	1,004,238	1,004,238	1,004,238	1,004,238	1,004,238	0	0.00%	
	1,004,238	1,004,238	1,004,238	1,004,238	1,004,238	1,004,238	0	0.00%	

Information Technology Services Department

**IT Administrative Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	898,818	945,881	945,881	910,403	951,036	951,036	5,155	0.54%	
1107 - Part Time Salaries	105,158	99,920	99,920	110,684	104,420	104,420	4,500	4.50%	
1110 - Sick Conv to Cash	5,451	-	-	-	-	-	-	0.00%	
1113 - Vac Mgmt Conv	8,124	-	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	4,516	-	-	(34,828)	-	-	-	0.00%	
1201 - Longevity Pay	7,545	8,014	8,014	7,091	6,067	6,067	(1,947)	(24.29%)	
1401 - Car Allowances	8,760	8,760	8,760	8,760	8,760	8,760	-	0.00%	
1407 - Expense Allowances	9,960	10,080	10,080	9,840	10,080	10,080	-	0.00%	
1413 - Cellphone Allowance	3,500	3,600	3,600	4,200	3,600	3,600	-	0.00%	
1501 - Overtime 1.5X Pay	581	230	230	-	240	240	10	4.35%	
1701 - Retirement Gifts	200	-	-	-	200	200	200	100.00%	
1707 - Sick Termination Pay	969	-	-	8,325	-	-	-	0.00%	
1710 - Vacation Term Pay	3,070	-	-	7,007	-	-	-	0.00%	
1799 - Other Term Pay	-	17,130	17,130	17,130	-	-	(17,130)	(100.00%)	
2104 - Mileage Reimburse	517	750	750	750	750	750	-	0.00%	Teamster Staff between Offices PD/City Hall. Staff using personal vehicle between City Hall and Print Shop, Print Shop Staff using personal vehicles
2119 - Wellness Incentives	3,000	3,000	3,000	3,000	3,000	3,000	-	0.00%	
2204 - Pension - General Emp	80,184	65,524	65,524	65,524	54,060	54,060	(11,464)	(17.50%)	
2210 - Pension - FRS	23,976	20,007	20,007	32,489	36,792	36,792	16,785	83.90%	
2290 - Pension - Other	-	10,650	10,650	10,650	11,600	11,600	950	8.92%	
2299 - Pension - Def Cont	34,258	33,943	33,943	21,097	28,768	28,768	(5,175)	(15.25%)	
2301 - Soc Sec/Medicare	75,032	71,292	71,292	73,586	71,733	71,733	441	0.62%	
2304 - Supplemental FICA	-	7,660	7,660	7,660	8,010	8,010	350	4.57%	
2307 - Year End FICA Accr	306	-	-	(2,287)	-	-	-	0.00%	
2401 - Disability Insurance	984	1,203	1,203	198	1,021	1,021	(182)	(15.13%)	
2402 - Life Insurance	1,011	670	670	924	676	676	6	0.90%	
2404 - Health Insurance	138,969	150,460	150,460	146,433	162,029	162,029	11,569	7.69%	
2405 - Post Employment Health Obligation	59,790	4,800	4,800	4,800	-	-	(4,800)	(100.00%)	
2407 - Unemployment Comp	1,829	-	-	-	-	-	-	0.00%	
2410 - Workers' Comp	12,768	2,150	2,150	2,148	2,150	2,150	-	0.00%	

Information Technology Services Department

**IT Administrative Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
9237 - Transfer Out to Special Obligation Bonds	106,344	91,011	91,011	91,011	95,695	95,695	4,684	5.15%	
9239 - Transfer Out to Special Obligation Bonds Refinance	23,424	21,863	21,863	21,863	25,290	25,290	3,427	15.67%	
Personal Services	1,619,044	1,578,598	1,578,598	1,528,458	1,585,977	1,585,977	7,379	0.47%	
3198 - Backflow Program	-	145	145	145	145	145	-	0.00%	
3199 - Other Prof Serv	7,248	-	-	-	-	-	-	0.00%	
3216 - Costs/Fees/Permits	320	280	280	280	280	280	-	0.00%	Business Permit for Director, Various Mail Permits
3222 - Custodial Services	850	-	-	-	-	-	-	0.00%	
3231 - Food Services	233	500	500	500	500	500	-	0.00%	
3249 - Security Services	697	660	660	-	700	700	40	6.06%	Security Alarm System for Print Shop
3299 - Other Services	2,751	25,000	25,000	25,000	25,000	11,000	(14,000)	(56.00%)	Variety of services such as: Accurate Foil; Print Dynamics; Unique Impressions; Art Press; Bradley Spec.; Signs Flash; SW Binding; Office D; Rline Antique; Folder Store; Every Door Direct Mail (EDDM) and Mail Fulfillment. Low 3 year trend due to COVID
3304 - Office Equip Rent	41,379	69,500	69,500	69,500	69,900	69,500	-	0.00%	Print Shop Equipment Rental
3310 - Other Equip Rent	6,988	7,095	7,095	7,095	7,450	7,450	355	5.00%	Posting machine lease
3316 - Building Leases	213,996	264,000	264,000	264,000	264,000	264,000	-	0.00%	2nd Floor Rent Payment
3401 - Computer Maint	2,527	2,527	2,527	2,527	2,527	2,527	-	0.00%	Annual software maintenance and support for Citywide security software and E-Certified software.
3404 - Components/Parts	639	1,200	1,200	1,200	1,200	1,200	-	0.00%	Various small components and parts for Print Shop repairs
3407 - Equip Rep & Maint	1,519	4,400	4,400	4,400	2,900	2,900	(1,500)	(34.09%)	Repair and maintenance for Print Shop machines
3428 - Bldg Rep & Maint	21	500	500	500	500	500	-	0.00%	Building maintenance for print shop.
3504 - Dupl Paper/Supplies	49,254	75,000	75,000	75,000	75,000	57,000	(18,000)	(24.00%)	Various paper types for job completion included NCR paper, Oversized 13 x 19 paper, colored paper, card stock, vellum, Coated papers and card stocks, poster boards, wide format paper, etc.

Information Technology Services Department

**IT Administrative Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
3516 - Printing Serv - Ext	10,427	23,000	23,000	23,000	15,000	15,000	(8,000)	(34.78%)	Exterior services for die cutting, embossing, foil stamping, mylar tabbing, tab cutting etc., occasional 4 color work, rush work, emergency work, posters, etc. Vinyl Labels / Die Cutting / Raffle Tickets / Presentation Folders / Door Hangars / Magnets / Tab Cutting / Large Format and Specialty Products. Outsourced due to workload or capability
3601 - Electricity	3,269	3,900	3,900	2,080	3,800	3,800	(100)	(2.56%)	
3613 - Special Delivery	1,697	1,650	1,650	1,650	1,600	1,600	(50)	(3.03%)	Various Fed Ex/UPS Special Deliveries
3616 - Postage	117,110	180,000	180,000	180,000	180,000	168,000	(12,000)	(6.67%)	Postage for mail services. Average monthly spend in FY2022 \$14,000
3628 - Telephone/Cable TV	2,973	7,300	7,300	7,300	3,100	3,100	(4,200)	(57.53%)	
3634 - Water/Sew/Storm	738	4,000	4,000	636	800	800	(3,200)	(80.00%)	
3801 - Gasoline	1,707	1,700	1,700	1,528	2,706	2,706	1,006	59.18%	
3907 - Data Proc Supplies	9,972	1,200	1,200	1,281	1,400	1,400	200	16.67%	Various small data processing supplies.
3916 - Janitorial Supplies	354	625	625	625	650	650	25	4.00%	Funding for cleaning supplies
3925 - Office Equip < \$5000	760	2,600	2,600	2,600	2,600	2,600	-	0.00%	Various office equipment for staff (\$200 per FTE)
3928 - Office Supplies	4,972	7,100	7,100	7,100	7,200	7,200	100	1.41%	Various office supplies
3940 - Safety Shoes	-	375	375	375	375	375	-	0.00%	Safety shoes for 3 FTEs
3949 - Uniforms	354	1,000	1,000	1,000	1,000	1,000	-	0.00%	Mail Room/Publishing Staff
3999 - Other Supplies	7,992	7,000	7,000	7,000	7,200	7,000	-	0.00%	Inks, rollers, plate processing chemicals, blanket and press solvents, plate gum and preservatives, and other printing related supplies. Laminating Material / Ink / Tabs / GBC coils / Foam Core Boards / Plotter Paper / Certificates / Plates / Masking Sheets / Plastic Sheets / 3 Ring Binders / Dividers
4101 - Certification Train	(45)	-	-	-	-	-	-	0.00%	
4119 - Training & Travel	2,777	21,000	21,000	21,000	21,000	21,000	-	0.00%	
4304 - Indirect Admin Serv	1,044,936	1,144,378	1,144,378	1,144,378	1,194,842	1,194,842	50,464	4.41%	
4308 - Overhead-Fleet	1,320	2,228	2,228	2,228	3,041	3,041	813	36.49%	
4355 - Servchg-Print Shop	304	250	250	250	250	250	-	0.00%	Various Posters, Business Cards

Information Technology Services Department

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Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
4373 - Servchg-Fleet O&M	1,620	3,494	3,494	3,494	4,849	4,849	1,355	38.78%	
4401 - Auto Liability	10,824	5,080	5,080	5,080	5,080	5,080	-	0.00%	
4404 - Fidelity Bonds	336	68	68	68	68	68	-	0.00%	
4407 - Emp Proceedings	10,344	1,769	1,769	1,769	1,769	1,769	-	0.00%	
4410 - General Liability	111,132	20,853	20,853	20,853	20,853	20,853	-	0.00%	
4416 - Other Ins Charges	31,968	6,018	6,018	6,018	6,018	6,018	-	0.00%	
4431 - Pub Officials Liab	6,792	1,077	1,077	1,077	1,077	1,077	-	0.00%	
5604 - Writeoff A/R & Other	164	-	-	-	-	-	-	0.00%	
Operating Expenses	1,713,219	1,898,472	1,898,472	1,892,537	1,936,380	1,891,780	(6,692)	(0.35%)	
6407 - Machinery	12,995	-	-	-	-	-	-	0.00%	
Capital Outlay	12,995	-	-	-	-	-	-	0.00%	
IT Administrative Services - Central Services (Information Technology Services) Total	3,345,258	3,477,070	3,477,070	3,420,995	3,522,357	3,477,757	687	0.02%	

Information Technology Services Department

**IT Application Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	1,162,606	1,367,256	1,367,256	1,227,981	1,352,992	1,352,992	(14,264)	(1.04%)	Due to staff turnover, FY23 salary amount is lower than the FY22 Adopted Budget
1107 - Part Time Salaries	34,864	-	-	19,476	-	-	-	0.00%	
1110 - Sick Conv to Cash	13,153	-	-	-	-	-	-	0.00%	
1113 - Vac Mgmt Conv	15,932	-	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	(18,097)	-	-	(37,548)	-	-	-	0.00%	
1199 - Other Reg Salaries	12,266	9,919	9,919	10,080	6,591	6,591	(3,328)	(33.55%)	
1201 - Longevity Pay	14,125	8,181	8,181	8,245	8,713	8,713	532	6.50%	
1310 - Shift Differential	390	390	390	105	390	390	-	0.00%	
1401 - Car Allowances	26,550	31,920	31,920	23,720	28,920	28,920	(3,000)	(9.40%)	
1407 - Expense Allowances	2,880	2,880	2,880	3,840	4,320	4,320	1,440	50.00%	
1413 - Cellphone Allowance	5,290	4,680	4,680	7,040	4,680	4,680	-	0.00%	
1501 - Overtime 1.5X Pay	6,951	2,390	2,390	10,204	2,500	2,500	110	4.60%	
1604 - Direct Labor Credits	(788)	-	-	-	-	-	-	0.00%	
1707 - Sick Termination Pay	9,476	-	-	7	-	-	-	0.00%	
1710 - Vacation Term Pay	20,881	-	-	529	-	-	-	0.00%	
2104 - Mileage Reimburse	1,004	2,100	2,100	2,100	2,100	2,100	-	0.00%	
2119 - Wellness Incentives	1,500	1,500	1,500	1,500	2,500	2,500	1,000	66.67%	
2204 - Pension - General Emp	204,282	135,944	135,944	135,944	115,809	115,809	(20,135)	(14.81%)	
2210 - Pension - FRS	16,350	50,117	50,117	26,386	47,146	47,146	(2,971)	(5.93%)	
2299 - Pension - Def Cont	27,579	25,032	25,032	18,943	25,692	25,692	660	2.64%	
2301 - Soc Sec/Medicare	98,156	108,675	108,675	99,349	107,576	107,576	(1,099)	(1.01%)	
2304 - Supplemental FICA	-	190	190	190	190	190	-	0.00%	
2307 - Year End FICA Accr	(1,863)	-	-	(2,939)	-	-	-	0.00%	
2401 - Disability Insurance	785	888	888	180	911	911	23	2.59%	
2402 - Life Insurance	1,765	971	971	824	960	960	(11)	(1.13%)	
2404 - Health Insurance	137,298	164,431	164,431	124,671	162,026	162,026	(2,405)	(1.46%)	
2405 - Post Employment Health Obligation	14,400	14,400	14,400	14,400	-	-	(14,400)	(100.00%)	
2407 - Unemployment Comp	1,650	-	-	-	-	-	-	0.00%	
2410 - Workers' Comp	-	1,460	1,460	1,464	1,460	1,460	-	0.00%	
9237 - Transfer Out to Special Obligation Bonds	327,072	188,822	188,822	188,822	205,000	205,000	16,178	8.57%	

Information Technology Services Department

**IT Application Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
9239 - Transfer Out to Special Obligation Bonds Refinance	72,060	45,359	45,359	45,359	54,176	54,176	8,817	19.44%	
Personal Services	2,208,517	2,167,505	2,167,505	1,930,872	2,134,652	2,134,652	(32,853)	(1.52%)	
3199 - Other Prof Serv	280,165	65,000	65,000	65,000	65,000	65,000	-	0.00%	Contractual services to provide support for mainframe servers and Microsoft Office 365 software.
3201 - Ad/Marketing	150	-	-	-	-	-	-	0.00%	
3304 - Office Equip Rent	3,580	5,450	5,450	5,450	5,600	5,450	-	0.00%	Toshiba Copier Lease
3401 - Computer Maint	2,444,719	2,413,583	2,413,583	2,413,583	2,336,720	2,117,502	(296,081)	(12.27%)	Annual software maintenance and support for Citywide Applications (FAMIS, Cyborg, Infor, Pattern Stream, Kronos, Workforce Central Software, Granicus Agenda, Accela, Clearpoint, Q-Alert, Granicus GovAccess among the softwares budgeted)
3404 - Components/Parts	802	1,700	1,700	1,700	1,700	1,700	-	0.00%	Components and parts for IT Services Helpdesk.
3407 - Equip Rep & Maint	-	250	250	250	250	250	-	0.00%	General Repairs
3504 - Dupl Paper/Supplies	450	-	-	-	-	-	-	0.00%	
3613 - Special Delivery	30	-	-	-	-	-	-	0.00%	
3628 - Telephone/Cable TV	3,133	1,400	1,400	3,100	3,300	3,300	1,900	135.71%	
3904 - Books & Manuals	179	250	250	250	250	250	-	0.00%	
3907 - Data Proc Supplies	896,340	426,987	426,987	426,987	596,286	586,789	159,802	37.43%	Enterprise Geographic Information System (ESRI) Geographic Information System (GIS) licenses and hosting MS Azure Cloud. Base Budget includes \$142,647 for SQL server licenses (transferred from 3401) and \$21,000 for Microsoft Enterprise Agreement Licenses
3925 - Office Equip < \$5000	1,746	-	-	-	-	2,800	2,800	100.00%	\$200 per FTE
3928 - Office Supplies	3,311	3,700	3,700	2,000	3,750	3,750	50	1.35%	
3931 - Periodicals & Mag	-	150	150	150	150	150	-	0.00%	
3949 - Uniforms	236	250	250	250	300	250	-	0.00%	
3999 - Other Supplies	1,044	475	475	475	475	475	-	0.00%	
4113 - Memberships/Dues	150	-	-	-	-	-	-	0.00%	
4119 - Training & Travel	5,589	27,200	27,200	27,200	27,000	27,000	(200)	(0.74%)	
4355 - Servchg-Print Shop	-	250	250	250	250	250	-	0.00%	

Information Technology Services Department

**IT Application Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
4404 - Fidelity Bonds	-	73	73	73	73	73	-	0.00%	
4407 - Emp Proceedings	-	1,904	1,904	1,904	1,904	1,904	-	0.00%	
4410 - General Liability	-	22,459	22,459	22,459	22,459	22,459	-	0.00%	
4416 - Other Ins Charges	-	6,564	6,564	6,564	6,564	6,564	-	0.00%	
4431 - Pub Officials Liab	-	1,315	1,315	1,315	1,315	1,315	-	0.00%	
Operating Expenses	3,641,624	2,978,960	2,978,960	2,978,960	3,073,346	2,847,231	(131,729)	(4.42%)	
6404 - Computer Equipment	22,880	40,000	40,000	40,000	40,000	40,000	-	0.00%	Information Technology Infrastructure Plan for current service level
Capital Outlay	22,880	40,000	40,000	40,000	40,000	40,000	-	0.00%	
IT Application Services - Central Services (Information Technology Services) Total	5,873,021	5,186,465	5,186,465	4,949,832	5,247,998	5,021,883	(164,582)	(3.17%)	

Information Technology Services Department

**IT Public Safety Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	1,244,533	1,616,191	1,616,191	1,332,080	1,633,875	1,633,875	17,684	1.09%	
1107 - Part Time Salaries	257	-	-	-	-	-	-	0.00%	
1110 - Sick Conv to Cash	3,804	-	-	-	-	-	-	0.00%	
1113 - Vac Mgmt Conv	12,679	-	-	-	-	-	-	0.00%	
1116 - Comp Absences	(142,344)	-	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	1,502	-	-	(37,392)	-	-	-	0.00%	
1199 - Other Reg Salaries	-	5,726	5,726	-	2,905	2,905	(2,821)	(49.27%)	
1201 - Longevity Pay	17,030	11,571	11,571	5,236	5,377	5,377	(6,194)	(53.53%)	
1307 - P&F Incentive Pay	(160)	-	-	-	-	-	-	0.00%	
1401 - Car Allowances	24,990	36,000	36,000	30,610	36,000	36,000	-	0.00%	
1407 - Expense Allowances	5,040	5,760	5,760	5,760	5,760	5,760	-	0.00%	
1413 - Cellphone Allowance	7,640	7,200	7,200	10,700	6,720	6,720	(480)	(6.67%)	
1501 - Overtime 1.5X Pay	2,350	11,915	11,915	2,116	12,450	12,450	535	4.49%	
1604 - Direct Labor Credits	(6,237)	-	-	-	-	-	-	0.00%	
1701 - Retirement Gifts	350	-	-	-	-	-	-	0.00%	
1707 - Sick Termination Pay	37,273	-	-	3,695	-	-	-	0.00%	
1710 - Vacation Term Pay	26,338	-	-	475	-	-	-	0.00%	
2104 - Mileage Reimburse	-	750	750	750	750	750	-	0.00%	
2119 - Wellness Incentives	2,000	2,000	2,000	2,000	2,500	2,500	500	25.00%	
2204 - Pension - General Emp	169,277	153,238	153,238	153,238	110,677	110,677	(42,561)	(27.77%)	
2210 - Pension - FRS	3,487	27,863	27,863	36,720	80,870	80,870	53,007	190.24%	
2299 - Pension - Def Cont	44,152	48,100	48,100	25,720	26,217	26,217	(21,883)	(45.49%)	
2301 - Soc Sec/Medicare	104,081	128,786	128,786	111,259	129,333	129,333	547	0.42%	
2304 - Supplemental FICA	-	840	840	840	960	960	120	14.29%	
2307 - Year End FICA Accr	(10,405)	-	-	(3,252)	-	-	-	0.00%	
2401 - Disability Insurance	1,294	1,704	1,704	252	931	931	(773)	(45.36%)	
2402 - Life Insurance	1,908	1,150	1,150	1,188	1,160	1,160	10	0.87%	
2404 - Health Insurance	152,272	206,261	206,261	174,981	192,084	192,084	(14,177)	(6.87%)	
2405 - Post Employment Health Obligation	9,600	9,600	9,600	9,600	-	-	(9,600)	(100.00%)	
2407 - Unemployment Comp	-	5,000	5,000	-	5,000	5,000	-	0.00%	
2410 - Workers' Comp	-	2,921	2,921	2,928	2,921	2,921	-	0.00%	

Information Technology Services Department

**IT Public Safety Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
9237 - Transfer Out to Special Obligation Bonds	224,496	212,846	212,846	212,846	195,917	195,917	(16,929)	(7.95%)	
9239 - Transfer Out to Special Obligation Bonds Refinance	49,464	51,130	51,130	51,130	51,775	51,775	645	1.26%	
Personal Services	1,986,671	2,546,552	2,546,552	2,133,480	2,504,182	2,504,182	(42,370)	(1.66%)	
3101 - Acct & Auditing	6,220	6,300	6,300	6,300	6,300	6,300	-	0.00%	
3199 - Other Prof Serv	144,037	70,000	70,000	70,000	70,000	70,000	-	0.00%	Contractual services for integrating law enforcement data security systems and improving operational equipment services.
3216 - Costs/Fees/Permits	353	40	40	40	-	-	(40)	(100.00%)	
3222 - Custodial Services	1,877	1,600	1,600	2,401	1,900	1,900	300	18.75%	Janitorial Services
3237 - Lawn & Tree Service	875	-	-	-	500	-	-	0.00%	
3299 - Other Services	572	-	-	-	-	-	-	0.00%	
3304 - Office Equip Rent	1,358	1,200	1,200	1,553	1,500	1,500	300	25.00%	Toshiba Copier Lease
3310 - Other Equip Rent	2,184	-	-	546	-	-	-	0.00%	
3322 - Other Facil Rent	21,480	22,838	22,838	21,545	23,524	23,524	686	3.00%	Contractual services with Playa del Sol for Radio Communication infrastructure
3401 - Computer Maint	889,214	906,245	816,054	906,245	928,445	876,640	(29,605)	(3.27%)	Annual software maintenance and support for Citywide applications.
3404 - Components/Parts	48,013	79,500	79,500	79,500	79,500	79,500	-	0.00%	Components and parts to maintain radio communications.
3407 - Equip Rep & Maint	14,765	12,700	12,700	12,700	12,700	12,700	-	0.00%	Service agreement to monitor radio equipment and repairs to GPS equipment.
3410 - Radio Rep & Maint	643,538	692,484	692,484	693,687	759,263	721,259	28,775	4.16%	Motorola Annual Maintenance and Support Agreement/ Contract; Motorola Hosted Master Site Service Agreement/ Contract and DiagnosticX agreement. Base budget includes \$30,000 for Fire Alerting Radio System
3425 - Bldg Rep Materials	-	500	500	500	500	500	-	0.00%	General repairs for Radio Shop building and communication trailer.
3428 - Bldg Rep & Maint	10,544	5,500	5,500	5,500	5,500	5,500	-	0.00%	General repairs for Police Department and City Hall Security devices.
3601 - Electricity	16,113	18,400	18,400	10,092	18,500	18,500	100	0.54%	

Information Technology Services Department

**IT Public Safety Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
3607 - Nat/Propane Gas	2,096	700	700	-	700	700	-	0.00%	Propane Gas for generators located at Utilities Communication Site.
3613 - Special Delivery	572	920	920	920	920	920	-	0.00%	Federal Express (FedEx) delivery costs.
3628 - Telephone/Cable TV	39,249	27,800	27,800	27,800	39,400	39,400	11,600	41.73%	
3634 - Water/Sew/Storm	709	1,000	1,000	744	800	800	(200)	(20.00%)	
3801 - Gasoline	1,126	1,400	1,400	564	1,782	1,782	382	27.29%	
3804 - Diesel Fuel	916	-	-	196	1,554	1,554	1,554	100.00%	
3807 - Oil & Lubricants	5	20	20	20	-	-	(20)	(100.00%)	
3907 - Data Proc Supplies	95,796	8,050	8,050	92,322	8,050	8,050	-	0.00%	Programs licenses for applications such as Visio Pro, Adobe, Microsoft Office, etc.
3925 - Office Equip < \$5000	276,265	317,130	317,130	317,130	328,260	330,360	13,230	4.17%	PC Replacement Plan FY 2023
3928 - Office Supplies	3,688	4,400	4,400	4,400	4,400	4,400	-	0.00%	
3940 - Safety Shoes	644	1,000	1,000	1,000	1,000	1,000	-	0.00%	
3946 - Tools/Equip < \$5000	11,963	53,000	53,000	53,000	53,000	53,000	-	0.00%	Technology tools and equipment required for IT.
3949 - Uniforms	477	1,050	1,050	1,050	950	950	(100)	(9.52%)	
3999 - Other Supplies	49,089	89,625	89,625	5,353	89,625	89,625	-	0.00%	Subscriber Batteries (Radio) - 925 batteries and other supplies. To account for the average 2 year lifespan of the APX Subscriber Radio Batteries, the allocation model for radio batteries is changing to fund 50% of approx. 1,850 batteries at a rate of \$85 in ITS070102
4101 - Certification Train	(14)	-	-	-	-	-	-	0.00%	
4119 - Training & Travel	2,965	34,200	34,200	34,200	34,200	34,200	-	0.00%	
4308 - Overhead-Fleet	4,716	7,906	7,906	7,906	10,196	10,196	2,290	28.97%	
4355 - Servchg-Print Shop	198	200	200	200	200	200	-	0.00%	
4361 - Servchg-Pub Works	3,530	1,570	1,570	-	-	3,000	1,430	91.08%	Public Works charge for equipment services
4373 - Servchg-Fleet O&M	11,472	19,026	19,026	19,026	19,979	19,979	953	5.01%	
4401 - Auto Liability	-	7,619	7,619	7,619	7,619	7,619	-	0.00%	
4404 - Fidelity Bonds	-	93	93	93	93	93	-	0.00%	
4407 - Emp Proceedings	-	2,450	2,450	2,450	2,450	2,450	-	0.00%	
4410 - General Liability	-	28,875	28,875	28,875	28,875	28,875	-	0.00%	
4416 - Other Ins Charges	-	8,207	8,207	8,207	8,207	8,207	-	0.00%	
4431 - Pub Officials Liab	-	1,674	1,674	1,674	1,674	1,674	-	0.00%	
Operating Expenses	2,306,605	2,435,222	2,345,031	2,425,358	2,552,066	2,466,857	31,635	1.30%	

Information Technology Services Department

**IT Public Safety Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
6416 - Vehicles	1,202	676,403	676,403	676,403	-	-	(676,403)	(100.00%)	Reduction due to one-time cost for an Emergency Communications Tractor/Trailer.
6499 - Other Equipment	13,000	-	90,191	-	-	-	-	0.00%	
Capital Outlay	14,202	676,403	766,594	676,403	-	-	(676,403)	(100.00%)	
IT Public Safety Services - Central Services (Information Technology Services) Total	4,307,478	5,658,177	5,658,177	5,235,241	5,056,248	4,971,039	(687,138)	(12.14%)	

Information Technology Services Department

**IT Infrastructure & Operations Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	1,498,657	1,940,969	1,940,969	1,816,654	1,954,167	1,954,167	13,198	0.68%	
1107 - Part Time Salaries	130,021	75,830	75,830	127,632	79,240	79,240	3,410	4.50%	
1113 - Vac Mgmt Conv	23,213	-	-	3,771	-	-	-	0.00%	
1119 - Payroll Accrual	3,203	-	-	(57,401)	-	-	-	0.00%	
1199 - Other Reg Salaries	-	2,863	2,863	-	2,905	2,905	42	1.47%	
1201 - Longevity Pay	4,245	3,375	3,375	4,443	4,640	4,640	1,265	37.48%	
1401 - Car Allowances	39,070	49,080	49,080	43,500	48,000	48,000	(1,080)	(2.20%)	
1407 - Expense Allowances	5,880	5,760	5,760	5,760	5,760	5,760	-	0.00%	
1413 - Cellphone Allowance	7,260	7,320	7,320	8,720	6,840	6,840	(480)	(6.56%)	
1501 - Overtime 1.5X Pay	5,100	1,875	1,875	9,728	1,950	1,950	75	4.00%	
1504 - Overtime 1X Pay	59	-	-	-	-	-	-	0.00%	
1604 - Direct Labor Credits	(24,802)	-	-	-	-	-	-	0.00%	
1707 - Sick Termination Pay	2,753	-	-	-	-	-	-	0.00%	
1710 - Vacation Term Pay	10,713	-	-	-	-	-	-	0.00%	
2104 - Mileage Reimburse	-	1,050	1,050	1,050	1,050	1,050	-	0.00%	
2119 - Wellness Incentives	3,500	3,500	3,500	3,500	2,500	2,500	(1,000)	(28.57%)	
2204 - Pension - General Emp	33,763	35,843	35,843	35,843	30,549	30,549	(5,294)	(14.77%)	
2210 - Pension - FRS	15,327	54,251	54,251	41,329	61,957	61,957	7,706	14.20%	
2290 - Pension - Other	-	8,080	8,080	8,080	8,810	8,810	730	9.03%	
2299 - Pension - Def Cont	104,036	114,237	114,237	74,989	110,415	110,415	(3,822)	(3.35%)	
2301 - Soc Sec/Medicare	128,931	153,679	153,679	154,408	154,705	154,705	1,026	0.67%	
2304 - Supplemental FICA	-	5,920	5,920	5,920	6,210	6,210	290	4.90%	
2307 - Year End FICA Accr	255	-	-	(4,549)	-	-	-	0.00%	
2401 - Disability Insurance	3,037	4,052	4,052	702	3,919	3,919	(133)	(3.28%)	
2402 - Life Insurance	1,742	1,379	1,379	1,844	1,386	1,386	7	0.51%	
2404 - Health Insurance	192,874	265,429	265,429	223,252	269,287	269,287	3,858	1.45%	
2405 - Post Employment Health Obligation	19,200	19,200	19,200	19,200	-	-	(19,200)	(100.00%)	Reduction due to a decrease in the actuarial obligation
2410 - Workers' Comp	-	2,074	2,074	2,076	2,074	2,074	-	0.00%	
9237 - Transfer Out to Special Obligation Bonds	44,772	49,787	49,787	49,787	54,077	54,077	4,290	8.62%	
9239 - Transfer Out to Special Obligation Bonds Refinance	9,864	11,960	11,960	11,960	14,291	14,291	2,331	19.49%	

Information Technology Services Department

**IT Infrastructure & Operations Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
Personal Services	2,262,673	2,817,513	2,817,513	2,592,198	2,824,732	2,824,732	7,219	0.26%	
3199 - Other Prof Serv	378,373	25,000	25,000	60,430	25,000	25,000	-	0.00%	Contractual services to support data center consolidation, network and system services.
3322 - Other Facil Rent	178,246	175,786	175,786	175,786	175,786	175,786	-	0.00%	Outside storage unit for network equipment. Flexential and outside storage
3401 - Computer Maint	961,674	747,977	747,977	747,977	747,977	747,977	-	0.00%	Annual software maintenance and support for citywide applications.
3404 - Components/Parts	19,271	70,000	70,000	70,000	70,000	70,000	-	0.00%	Components and parts to maintain Citywide computers, telephone, and internet communication networks and systems.
3428 - Bldg Rep & Maint	1,975	9,000	9,000	9,000	9,000	3,800	(5,200)	(57.78%)	Support of fiber optics and cabling for the internal network and telecommunications system, which supports all City locations
3628 - Telephone/Cable TV	1,165,025	1,450,000	1,450,000	1,400,000	1,165,100	1,165,100	(284,900)	(19.65%)	Communication charges for Suncom, Verizon, AT&T, and Comcast in support of the computer, telephone and internet communications for all City locations. Additionally, this amount reflects the Music On Hold (MOH) service charge.
3801 - Gasoline	87	-	-	92	141	141	141	100.00%	
3904 - Books & Manuals	424	250	250	250	250	250	-	0.00%	
3907 - Data Proc Supplies	146,309	885,632	885,632	885,632	885,632	885,632	-	0.00%	Citywide SharePoint License renewals - over 2,200 annual subscription licenses for Microsoft Office 365. Microsoft 365 licenses (\$860,632) Software license purchases and other technology supplies (\$25,000).
3925 - Office Equip < \$5000	196,335	310,815	310,815	310,815	486,050	481,450	170,635	54.90%	Citywide computer replacement plan.
3928 - Office Supplies	1,583	2,200	2,200	2,200	2,200	2,200	-	0.00%	
3946 - Tools/Equip < \$5000	13,263	-	-	-	5,000	-	-	0.00%	
3949 - Uniforms	-	500	500	500	500	500	-	0.00%	
3999 - Other Supplies	510	10,000	10,000	10,000	10,000	10,000	-	0.00%	
4119 - Training & Travel	20,831	44,000	44,000	44,000	43,800	43,800	(200)	(0.45%)	
4308 - Overhead-Fleet	-	577	577	577	770	770	193	33.45%	
4355 - Servchg-Print Shop	-	100	100	100	100	100	-	0.00%	

Information Technology Services Department

**IT Infrastructure & Operations Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
4361 - Servchg-Pub Works	2,911	2,500	2,500	-	2,500	2,500	-	0.00%	Generators maintenance and repairs
4373 - Servchg-Fleet O&M	-	933	933	933	1,081	1,081	148	15.86%	
4401 - Auto Liability	-	1,270	1,270	1,270	1,270	1,270	-	0.00%	
4404 - Fidelity Bonds	-	115	115	115	115	115	-	0.00%	
4407 - Emp Proceedings	-	2,994	2,994	2,994	2,994	2,994	-	0.00%	
4410 - General Liability	-	35,290	35,290	35,290	35,290	35,290	-	0.00%	
4416 - Other Ins Charges	-	10,395	10,395	10,395	10,395	10,395	-	0.00%	
4431 - Pub Officials Liab	-	2,152	2,152	2,152	2,152	2,152	-	0.00%	
Operating Expenses	3,086,817	3,787,486	3,787,486	3,770,508	3,683,103	3,668,303	(119,183)	(3.15%)	
6404 - Computer Equipment	212,003	413,000	413,000	413,000	240,000	240,000	(173,000)	(41.89%)	Information Technology Infrastructure Plan for current service level. Reduction due to one-time service charge for uninterruptable power supply (UPS) batteries.
6499 - Other Equipment	4,476	-	-	-	-	-	-	0.00%	
Capital Outlay	216,479	413,000	413,000	413,000	240,000	240,000	(173,000)	(41.89%)	
IT Infrastructure & Operations Services - Central Services (Information Technology Services) Total	5,565,969	7,017,999	7,017,999	6,775,706	6,747,835	6,733,035	(284,964)	(4.06%)	

Information Technology Services Department

**IT Project Management Office - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	503,828	711,177	711,177	776,785	723,959	723,959	12,782	1.80%	
1110 - Sick Conv to Cash	1,523	-	-	-	-	-	-	0.00%	
1113 - Vac Mgmt Conv	5,174	-	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	16,991	-	-	(16,991)	-	-	-	0.00%	
1201 - Longevity Pay	11,108	3,338	3,338	3,404	3,668	3,668	330	9.89%	
1401 - Car Allowances	16,320	23,760	23,760	21,400	23,760	23,760	-	0.00%	
1413 - Cellphone Allowance	2,400	2,400	2,400	3,400	3,000	3,000	600	25.00%	
1701 - Retirement Gifts	250	250	250	250	250	250	-	0.00%	
1707 - Sick Termination Pay	25,646	-	-	-	-	-	-	0.00%	
1710 - Vacation Term Pay	22,950	-	-	-	-	-	-	0.00%	
2119 - Wellness Incentives	1,500	-	-	-	1,500	1,500	1,500	100.00%	
2204 - Pension - General Emp	42,345	54,783	54,783	54,783	45,885	45,885	(8,898)	(16.24%)	
2210 - Pension - FRS	6,122	20,496	20,496	19,810	31,026	31,026	10,530	51.38%	
2299 - Pension - Def Cont	17,712	24,252	24,252	12,366	17,087	17,087	(7,165)	(29.54%)	
2301 - Soc Sec/Medicare	43,097	56,173	56,173	53,364	57,399	57,399	1,226	2.18%	
2307 - Year End FICA Accr	1,360	-	-	(1,360)	-	-	-	0.00%	
2401 - Disability Insurance	530	861	861	117	606	606	(255)	(29.62%)	
2402 - Life Insurance	616	504	504	556	514	514	10	1.98%	
2404 - Health Insurance	67,862	73,425	73,425	78,443	91,084	91,084	17,659	24.05%	
2410 - Workers' Comp	-	760	760	756	760	760	-	0.00%	
9237 - Transfer Out to Special Obligation Bonds	-	76,095	76,095	76,095	81,224	81,224	5,129	6.74%	
9239 - Transfer Out to Special Obligation Bonds Refinance	-	18,279	18,279	18,279	21,465	21,465	3,186	17.43%	
Personal Services	787,334	1,066,553	1,066,553	1,101,457	1,103,187	1,103,187	36,634	3.43%	
3199 - Other Prof Serv	6,364	-	-	-	-	-	-	0.00%	
3401 - Computer Maint	-	26,000	26,000	26,000	32,000	32,000	6,000	23.08%	Annual software maintenance and support for Citywide security software and E-certified software.
3628 - Telephone/Cable TV	507	-	-	113	600	600	600	100.00%	Telephone and cable services
3907 - Data Proc Supplies	1,058	-	-	1,519	-	-	-	0.00%	
3925 - Office Equip < \$5000	-	-	-	-	-	1,400	1,400	100.00%	
3928 - Office Supplies	661	500	500	500	650	650	150	30.00%	Various office supplies
3949 - Uniforms	-	250	250	250	250	250	-	0.00%	
3999 - Other Supplies	27	-	-	-	-	-	-	0.00%	

Information Technology Services Department

**IT Project Management Office - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
4119 - Training & Travel	16,548	17,600	17,600	17,600	17,600	17,600	-	0.00%	
4404 - Fidelity Bonds	-	36	36	36	36	36	-	0.00%	
4407 - Emp Proceedings	-	953	953	953	953	953	-	0.00%	
4410 - General Liability	-	11,229	11,229	11,229	11,229	11,229	-	0.00%	
4416 - Other Ins Charges	-	2,735	2,735	2,735	2,735	2,735	-	0.00%	
4431 - Pub Officials Liab	-	837	837	837	837	837	-	0.00%	
Operating Expenses	25,165	60,140	60,140	61,772	66,890	68,290	8,150	13.55%	
IT Project Management Office - Central Services (Information Technology Services) Total	812,499	1,126,693	1,126,693	1,163,229	1,170,077	1,171,477	44,784	3.97%	

Information Technology Services Department

**IT Security Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
1101 - Permanent Salaries	182,813	305,406	305,406	211,759	338,715	338,715	33,309	10.91%	
1119 - Payroll Accrual	(1,839)	-	-	(6,245)	-	-	-	0.00%	
1401 - Car Allowances	4,330	8,760	8,760	7,670	11,760	11,760	3,000	34.25%	
1407 - Expense Allowances	1,440	1,440	1,440	960	-	-	(1,440)	(100.00%)	
1413 - Cellphone Allowance	1,300	1,200	1,200	2,300	1,200	1,200	-	0.00%	
2104 - Mileage Reimburse	-	250	250	250	250	250	-	0.00%	
2119 - Wellness Incentives	1,000	1,000	1,000	1,000	500	500	(500)	(50.00%)	
2210 - Pension - FRS	-	12,703	12,703	9,531	24,332	24,332	11,629	91.55%	
2299 - Pension - Def Cont	16,454	16,762	16,762	9,971	10,774	10,774	(5,988)	(35.72%)	
2301 - Soc Sec/Medicare	14,294	24,236	24,236	18,882	26,902	26,902	2,666	11.00%	
2307 - Year End FICA Accr	(148)	-	-	(506)	-	-	-	0.00%	
2401 - Disability Insurance	484	594	594	93	382	382	(212)	(35.69%)	
2402 - Life Insurance	83	217	217	84	241	241	24	11.06%	
2404 - Health Insurance	25,051	41,203	41,203	26,785	28,528	28,528	(12,675)	(30.76%)	
2410 - Workers' Comp	-	326	326	324	326	326	-	0.00%	
Personal Services	245,262	414,097	414,097	282,858	443,910	443,910	29,813	7.20%	
3199 - Other Prof Serv	277,296	270,000	270,000	270,000	170,000	170,000	(100,000)	(37.04%)	Contractual professional services for Payment Card Industry (PCI) audit providing a Report on Compliance (ROC) certification and Health Insurance Portability and Accountability Act (HIPAA) compliance.
3216 - Costs/Fees/Permits	-	40	40	40	-	-	(40)	(100.00%)	
3401 - Computer Maint	291,034	352,097	352,097	350,685	413,612	376,470	24,373	6.92%	Annual software maintenance and support for Citywide security software and E-Certified software.
3628 - Telephone/Cable TV	1,842	2,600	2,600	2,600	1,900	1,900	(700)	(26.92%)	
3907 - Data Proc Supplies	1,995	-	-	415	-	-	-	0.00%	
3925 - Office Equip < \$5000	-	-	-	-	(1,800)	600	600	100.00%	\$200 per FTE
3946 - Tools/Equip < \$5000	-	-	-	997	-	-	-	0.00%	
4119 - Training & Travel	473	7,800	7,800	7,800	8,000	8,000	200	2.56%	
4355 - Servchg-Print Shop	18	100	100	100	100	100	-	0.00%	
4404 - Fidelity Bonds	-	16	16	16	16	16	-	0.00%	

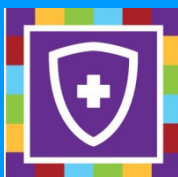
Information Technology Services Department

**IT Security Services - Central Services
(Information Technology Services)**

Division-Fund Budget by SubObject

Sub-Object - Name	FY 2021 Actuals	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 Estimate	FY 2023 Department Requested	FY 2023 Budget Recommended	FY 2022 Adopted vs FY 2023 Budget Recommended	% Dif	Justification
4407 - Emp Proceedings	-	408	408	408	408	408	-	0.00%	
4410 - General Liability	-	4,812	4,812	4,812	4,812	4,812	-	0.00%	
4416 - Other Ins Charges	-	1,641	1,641	1,641	1,641	1,641	-	0.00%	
4431 - Pub Officials Liab	-	359	359	359	359	359	-	0.00%	
Operating Expenses	572,658	639,873	639,873	639,873	599,048	564,306	(75,567)	(11.81%)	
IT Security Services - Central Services (Information Technology Services) Total	817,920	1,053,970	1,053,970	922,731	1,042,958	1,008,216	(45,754)	(4.34%)	

FY 2023 Decision Packages



FY 2023 Decision Package Summary

Information Technology Services Department - 581 Central Services (Information Technology Services) Fund

Priority	Request Type	Title of Request	# of Positions	Year 1 Net Cost	Year 2 Net Cost (Ongoing)
1	Program - Revised	ITS Reorganization - Phase II	-	-	-
2	Program - Revised	IT Computer Maintenance Increase	-	493,000	493,000
3	Capital Outlay	Citywide Technology Infrastructure Modernization	-	1,334,555	-
4	Position Request - New	NEW FTE-Deputy Director - Information Technology Services	1.00	205,054	203,454
5	Position Request - New	New FTE – Information Technology Security Analyst	1.00	133,778	138,069
6	Program - New	Outsourced Security Operations Center (SOC) as a Service	-	250,000	250,000
7	Program - New	Outsourced IT Professional Staff Augmentation Services	-	385,448	385,448
8	Program - Revised	Modernize and Standardize Disk Backup and Disaster Recovery	-	280,000	230,000
9	Program - Revised	IT Incident and Service Management System	-	280,000	30,000
			2.00	\$3,361,835	\$1,729,971

FY 2023 Decision Package Form

Information Technology Services Department

Priority Number: 1
Title of Request: ITS Reorganization - Phase II
Request Type: Program - Revised

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
6	(6)	0.00	0.00

Basis of Justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

In 2019, Information Technology Services (ITS) completed a reorganization of the Department to streamline and improve operational efficiency. As a part of this reorganization, Divisions were merged and created. The Department is now comprised of six (6) Divisions – IT Security Services, IT Project Management Office, IT Infrastructure & Operations Services, IT Administrative Services, IT Application Services, and IT Public Safety Services. During the reorganization process, ITS recognized that some staff could be more efficient by transferring them to other areas that would align with the goals and objectives of the Department's strategic plan. This request is to move five (5) positions to other Divisions as articulated below.

Division Manager – This position is currently in the IT Application Services Division and is proposed to move to the IT Project Management Office. The function and duties of the position will remain.

Senior Systems Engineer – This position is currently in IT Public Safety Services Division and is proposed to move to the IT Infrastructure and Operations Services Division. The function and duties of the position will remain.

Administrative Assistant – This position is currently in the IT Public Safety Services Division and is proposed to move to the IT Administrative Services Division. The function and duties of the position will remain.

Information Technology Security Analyst – This position is currently in the IT Infrastructure & Operations Services Division and is proposed to move to the IT Security Services Division. The function and duties of the position will remain.

Application Services Manager – This position is currently in the IT Project Management Office and is proposed to move to the IT Application Services Division. The function and duties of the position will remain.

Technical Support Analyst – This position is currently in IT Application Services Division and is proposed to move to the IT Infrastructure and Operations Services Division. The function and duties of the position will remain.

Can this function be better if performed by a third party? Why or why not?

No Funds associated with this request, therefore, this is not applicable.

Expected Implementation (MM/YY): 10/1/2022

Performance Measures:

Measure Description	Current Year Projection	Next Year Target	Next Year Target with Modification

Strategic Connections:

Focus Area: Internal Support
Goal: Internal Support - Leading Government Organization
Objective: IS-8 Provide a reliable and progressive technology infrastructure
Source of Justification: Press Play Fort Lauderdale 2024, A 5-Year Strategic Plan

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Information Technology Services Department

Position Requests:

Position Type	Job Code	Job Description	Count	Budgeted Salary and Benefits
Add Position	FP046	Technical Support Analyst	1	\$98,392
Removed Position	FP046	Technical Support Analyst	(1)	(\$98,392)
Add Position	NB104	Division Manager	1	\$151,690
Removed Position	NB104	Division Manager	(1)	(\$151,690)
Add Position	FP039	Senior Systems Engineer	1	\$173,686
Removed Position	FP039	Senior Systems Engineer	(1)	(\$173,686)
Add Position	TM005	Administrative Assistant	1	\$101,339
Removed Position	TM005	Administrative Assistant	(1)	(\$101,339)
Add Position	FP014	Information Technology Security Analyst	1	\$114,259
Removed Position	FP014	Information Technology Security Analyst	(1)	(\$114,259)
Add Position	NB011	Application Services Manager	1	\$204,054
Removed Position	NB011	Application Services Manager	(1)	(\$204,054)
Totals			0	\$0

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
Expenditures					
ITS030101	1101	Permanent Salaries	Administrative Assistant	68,992	70,050
ITS040101	1101	Permanent Salaries	Application Services Manager	142,500	144,766
ITS040104	1101	Permanent Salaries	Division Manager	(120,887)	(122,741)
ITS070101	1101	Permanent Salaries	Senior Systems Engineer	(130,486)	(132,536)
ITS070102	1101	Permanent Salaries	Administrative Assistant	(68,992)	(70,050)
ITS110101	1101	Permanent Salaries	Information Technology Security Analyst	(80,319)	(81,574)
ITS110101	1101	Permanent Salaries	Senior Systems Engineer	130,486	132,536
ITS150101	1101	Permanent Salaries	Application Services Manager	(142,500)	(144,766)
ITS150101	1101	Permanent Salaries	Division Manager	120,887	122,741
ITS160101	1101	Permanent Salaries	Information Technology Security Analyst	80,319	81,574
ITS040101	1401	Car Allowances	Application Services Manager	4,680	4,680
ITS040104	1401	Car Allowances	Division Manager	(4,680)	(4,680)
ITS070101	1401	Car Allowances	Senior Systems Engineer	(4,080)	(4,080)
ITS110101	1401	Car Allowances	Information Technology Security Analyst	(3,000)	(3,000)
ITS110101	1401	Car Allowances	Senior Systems Engineer	4,080	4,080
ITS150101	1401	Car Allowances	Application Services Manager	(4,680)	(4,680)
ITS150101	1401	Car Allowances	Division Manager	4,680	4,680
ITS160101	1401	Car Allowances	Information Technology Security Analyst	3,000	3,000
ITS040101	1413	Cellphone Allowance	Application Services Manager	1,200	1,200
ITS070101	1413	Cellphone Allowance	Senior Systems Engineer	(1,200)	(1,200)
ITS110101	1413	Cellphone Allowance	Senior Systems Engineer	1,200	1,200
ITS150101	1413	Cellphone Allowance	Application Services Manager	(1,200)	(1,200)
ITS030101	2204	Pension - General Emp	Administrative Assistant	12,423	12,613

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Information Technology Services Department

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
ITS040101	2204	Pension - General Emp	Application Services Manager	25,658	26,067
ITS070101	2204	Pension - General Emp	Senior Systems Engineer	(23,495)	(23,864)
ITS070102	2204	Pension - General Emp	Administrative Assistant	(12,423)	(12,613)
ITS110101	2204	Pension - General Emp	Senior Systems Engineer	23,495	23,864
ITS150101	2204	Pension - General Emp	Application Services Manager	(25,658)	(26,067)
ITS040104	2210	Pension - FRS	Division Manager	(13,431)	(13,637)
ITS150101	2210	Pension - FRS	Division Manager	13,431	13,637
ITS110101	2299	Pension - Def Cont	Information Technology Security Analyst	(7,229)	(7,342)
ITS160101	2299	Pension - Def Cont	Information Technology Security Analyst	7,229	7,342
ITS030101	2301	Soc Sec/Medicare	Administrative Assistant	5,278	5,359
ITS040101	2301	Soc Sec/Medicare	Application Services Manager	11,266	11,298
ITS040104	2301	Soc Sec/Medicare	Division Manager	(9,606)	(9,748)
ITS070101	2301	Soc Sec/Medicare	Senior Systems Engineer	(10,386)	(10,543)
ITS070102	2301	Soc Sec/Medicare	Administrative Assistant	(5,278)	(5,359)
ITS110101	2301	Soc Sec/Medicare	Information Technology Security Analyst	(6,374)	(6,470)
ITS110101	2301	Soc Sec/Medicare	Senior Systems Engineer	10,386	10,543
ITS150101	2301	Soc Sec/Medicare	Application Services Manager	(11,266)	(11,298)
ITS150101	2301	Soc Sec/Medicare	Division Manager	9,606	9,748
ITS160101	2301	Soc Sec/Medicare	Information Technology Security Analyst	6,374	6,470
ITS110101	2401	Disability Insurance	Information Technology Security Analyst	(257)	(264)
ITS160101	2401	Disability Insurance	Information Technology Security Analyst	257	264
ITS030101	2402	Life Insurance	Administrative Assistant	49	50
ITS040101	2402	Life Insurance	Application Services Manager	101	104
ITS040104	2402	Life Insurance	Division Manager	(86)	(88)
ITS070101	2402	Life Insurance	Senior Systems Engineer	(93)	(95)
ITS070102	2402	Life Insurance	Administrative Assistant	(49)	(50)
ITS110101	2402	Life Insurance	Information Technology Security Analyst	(57)	(59)
ITS110101	2402	Life Insurance	Senior Systems Engineer	93	95
ITS150101	2402	Life Insurance	Application Services Manager	(101)	(104)
ITS150101	2402	Life Insurance	Division Manager	86	88
ITS160101	2402	Life Insurance	Information Technology Security Analyst	57	59
ITS030101	2404	Health Insurance	Administrative Assistant	14,597	14,597
ITS040101	2404	Health Insurance	Application Services Manager	15,649	15,649
ITS070101	2404	Health Insurance	Senior Systems Engineer	(1,346)	(1,346)
ITS070102	2404	Health Insurance	Administrative Assistant	(14,597)	(14,597)
ITS110101	2404	Health Insurance	Information Technology Security Analyst	(14,623)	(14,623)
ITS110101	2404	Health Insurance	Senior Systems Engineer	1,346	1,346
ITS150101	2404	Health Insurance	Application Services Manager	(15,649)	(15,649)
ITS160101	2404	Health Insurance	Information Technology Security Analyst	14,623	14,623
ITS040101	4119	Training & Travel	Application Services Manager	3,000	3,000

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Information Technology Services Department

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
ITS040104	4119	Training & Travel	Division Manager	(3,000)	(3,000)
ITS070101	4119	Training & Travel	Senior Systems Engineer	(2,600)	(2,600)
ITS110101	4119	Training & Travel	Information Technology Security Analyst	(2,400)	(2,400)
ITS110101	4119	Training & Travel	Senior Systems Engineer	2,600	2,600
ITS150101	4119	Training & Travel	Application Services Manager	(3,000)	(3,000)
ITS150101	4119	Training & Travel	Division Manager	3,000	3,000
ITS160101	4119	Training & Travel	Information Technology Security Analyst	2,400	2,400
Total Expenditures				-	-
Net				\$-	\$-

Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
	-	-

FY 2023 Decision Package Form

Information Technology Services Department

Priority Number: 2
Title of Request: IT Computer Maintenance Increase
Request Type: Program - Revised

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of Justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

The goal of increasing IT computer maintenance is to ensure that all Citywide technology infrastructure and business application platforms are maintained and supported to adequately facilitate and enhance the City's internal operations and citizen services. Newly added services have contributed to a shortfall requiring additional funding for complete coverage of computer maintenance expenses. The City's IT systems consists of computers, servers, storage, switches, routers, wireless controllers, wireless access points, firewalls, video surveillance and conferencing, printers, scanners, telephones, license plate readers, digital signage equipment and other mobile devices supporting public safety services. With funding, the City will maintain support and maintenance for its critical information technology services, ensure licensing compliance, and operational continuation with vendor support.

Can this function be better if performed by a third party? Why or why not?

This function cannot be better if performed by a third party due to existing contractual agreements with technology service providers.

Expected Implementation (MM/YY): 10/1/22

Performance Measures:

Measure Description	Current Year Projection	Next Year Target	Next Year Target with Modification

Strategic Connections:

Focus Area: Internal Support
 Goal: Internal Support - Leading Government Organization
 Objective: IS-8 Provide a reliable and progressive technology infrastructure
 Source of Justification: Press Play Fort Lauderdale 2024, A 5-Year Strategic Plan

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
Expenditures					
ITS070103	3401	Computer Maint	Computer maintenance and support for the IT Public Safety Services Division	108,000	108,000
ITS110101	3401	Computer Maint	Computer maintenance and support for the IT Infrastructure & Operations Services Division	385,000	385,000
Total Expenditures				493,000	493,000
Net				\$493,000	\$493,000

Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
Central Services (Information Technology Services)	493,000	493,000

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Information Technology Services Department

Priority Number: 3
Title of Request: Citywide Technology Infrastructure Modernization
Request Type: Capital Outlay

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of Justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

The Information Technology Services (ITS) Department is seeking to modernize the City's aging Technology Infrastructure. The goal of the modernization plan is to replace all end-of-life (EOL) and end-of-support (EOS) hardware to maximize city resources, based on industry standards and best practices, emphasizing efficiency, cyber-security, high availability, and disaster recovery. The Citywide technology infrastructure consists of servers, storage, switches, routers, wireless controllers, wireless access points, firewalls, video conferencing and digital signage equipment. Refreshing the City's EOL/EOS technology infrastructure will improve the City's defense and resilience to cyber-attacks, prevent hardware failure, and increase operational efficiency. This is a three (3) year project and is expected to conclude in 2025.

As part of year one, the ITS department is proposing replacement of the city's storage systems running on mostly EOL hardware. The city's storage systems house over 600 terabytes (equivalent to approximately 6 million truckloads of paper) of City information, including data subject to the Health Insurance Portability and Accountability Act (HIPAA), Criminal Justice Information Services (CJIS), Payment Card Industry Data Security Standard (PCI DSS), And Florida Department of Law Enforcement (FDLE) compliance laws. Modernizing the city's storage infrastructure will increase efficiency, compliance, cyber-security posture, system availability, and disaster recovery.

The storage replacement costs breakdown is as follows:

Flex Data Center	\$719,973.09
Emergency Operations Center (EOC) Data Center	\$385,918.93
EOC Replacement Switches	\$56,941.74
Police Department Data Center	\$53,909.30
Professional Services-Installation	\$117,811.98

Can this function be better if performed by a third party? Why or why not?

This function cannot be better performed by a third party due to Florida Department Law Enforcement, Criminal Justice Information Services, and cyber-security requirements.

Expected Implementation (MM/YY): 12/25

Performance Measures:

Measure Description	Current Year Projection	Next Year Target	Next Year Target with Modification

Strategic Connections:

Focus Area:	Internal Support
Goal:	Internal Support - Leading Government Organization
Objective:	IS-8 Provide a reliable and progressive technology infrastructure
Source of Justification:	Press Play Fort Lauderdale 2024, A 5-Year Strategic Plan

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
Expenditures					
ITS110101	3199	Other Prof Serv	Project Manager	117,812	-
ITS110101	6404	Computer Equipment	Flex Data Center, EOC Data Center, EOC Replacement Switches, Police Department Data Center	1,216,743	-
Total Expenditures				1,334,555	-
Net				\$1,334,555	\$-

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Information Technology Services Department

Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
Central Services (Information Technology Services)	1,334,555	-

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Information Technology Services Department

Priority Number: 4
Title of Request: NEW FTE-Deputy Director - Information Technology Services
Request Type: Position Request - New

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
1	0.00	0.00	1

Basis of Justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

Information Technology Services is requesting a new position for a Deputy Director - Information Technology Services. In 2020, the Department reclassified the existing Deputy Director position down to Division Manager in the IT Security Services Division due to the immediate need to become more proactive in addressing the increased cybersecurity threats (ransomware).

To address operational challenges such as recruitment and retention, presented in part by the COVID-19 era and the continued increase in demand for technology services, it is critical that the ITS Department become more deliberate in providing leadership focus on the following areas:

*Providing support for the ITS Director in the day-to-day operations of the Department, thereby, allowing the Director to place more emphasis on aligning the City's vision with the department's technology vision, mission and strategic initiatives

*Improving employee, recruitment, retention, and engagement practices

*Implementing tools and processes geared at creating a more effective cross division\department team and leadership culture

*City-wide activities in preparing, coordinating, and responding to cybersecurity threats

*Driving innovative technologies such as the ongoing migration to a cloud based system and government digital transformation

*Developing and implementing business continuity protocols to minimize disruption to the City's operations

*Delivering technology projects on time, on budget, and with the appropriate quality

This requested new position is to re-create the Deputy Director - Information Technology Services position to assist with the governance and operational oversight duties required to effectively execute on the objectives outlined above across the six interdependent divisions. The position will be housed in available office space on the 2nd floor of City Hall.

Can this function be better if performed by a third party? Why or why not?

This function cannot be performed by a third party.

Expected Implementation (MM/YY): 10/31/2022

Performance Measures:

Measure Description	Current Year Projection	Next Year Target	Next Year Target with Modification
Percent of development problem work orders completed within 24 hours	69%	69%	80%
Percent of projects completed on time and within scope	N/A	40%	70%

Strategic Connections:

Focus Area: Internal Support
 Goal: Internal Support - Values Based Organization
 Objective: IS-4 Continuously improve service delivery to achieve excellence through innovation
 Source of Justification: Press Play Fort Lauderdale 2024, A 5-Year Strategic Plan

Position Requests:

Position Type	Job Code	Job Description	Count	Budgeted Salary and Benefits
Add Position	NB089	Deputy Director - Information Technology Services	1	\$203,254
Totals			1	\$203,254

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Information Technology Services Department

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
Expenditures					
ITS030101	1101	Permanent Salaries	Deputy Director - Information Technology Services	151,691	151,691
ITS030101	1401	Car Allowances	Deputy Director - Information Technology Services	4,680	4,680
ITS030101	2210	Pension - FRS	Deputy Director - Information Technology Services	16,853	16,853
ITS030101	2301	Soc Sec/Medicare	Deputy Director - Information Technology Services	11,381	11,381
ITS030101	2404	Health Insurance	Deputy Director - Information Technology Services	15,649	15,649
ITS030101	3925	Office Equip < \$5000	\$200 per FTE for Office Equipment, \$1,600 for laptop	1,800	200
ITS030101	4119	Training & Travel	Deputy Director - Information Technology Services	3,000	3,000
Total Expenditures				205,054	203,454
Net				\$205,054	\$203,454

Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
Central Services (Information Technology Services)	205,054	203,454

FY 2023 Decision Package Form

Information Technology Services Department

Priority Number: 5
Title of Request: New FTE – Information Technology Security Analyst
Request Type: Position Request - New

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
1	0.00	0.00	1

Basis of Justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

The Information Technology Department is requesting a new Information Technology Security Analyst position. This position will join the Security Team to enhance the protection of the City's network, systems, and applications from advanced and sophisticated cybersecurity threats. The position will perform cybersecurity related duties such as cybersecurity incident investigations and response, policies and procedure compliance oversight, systems and network security patching oversight, security audit response, 3rd party software compliance review and approval, and user awareness training. The position will also perform duties to maintain compliance for the Public Safety Criminal Justice Information Services (CJIS), Supervisory Control and Data Acquisition (SCADA), Payment Card Industry (PCI), Health Insurance Portability and Accountability (HIPAA) .

The position is best suited to be an FTE to provide timely response to cybersecurity threats. An FTE position will also increase the efficiency and effectiveness of the City's cybersecurity program by providing onsite security staff to continuously integrate the required risk assessment and cybersecurity policies, procedures, and controls.

Expected Implementation (MM/YY):

Performance Measures:

Measure Description	Current Year Projection	Next Year Target	Next Year Target with Modification
Percent of security problem work orders solved within 24 hours	37%	50%	90%

Strategic Connections:

Focus Area: Internal Support
 Goal: Internal Support - Leading Government Organization
 Objective: IS-8 Provide a reliable and progressive technology infrastructure
 Source of Justification: Press Play Fort Lauderdale 2024, A 5-Year Strategic Plan

Position Requests:

Position Type	Job Code	Job Description	Count	Budgeted Salary and Benefits
Add Position	FP014	Information Technology Security Analyst	1	\$129,578
Totals			1	\$129,578

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
Expenditures					
ITS160101	1101	Permanent Salaries	Information Technology Security Analyst	94,537	98,173
ITS160101	1401	Car Allowances	Information Technology Security Analyst	2,750	3,000
ITS160101	2210	Pension - FRS	Information Technology Security Analyst	10,503	10,907
ITS160101	2301	Soc Sec/Medicare	Information Technology Security Analyst	7,443	7,740
ITS160101	2404	Health Insurance	Information Technology Security Analyst	14,345	15,649
ITS160101	3925	Office Equip < \$5000	\$200 per FTE for Office Equipment, \$1,600 for laptop	1,800	200

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Information Technology Services Department

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
ITS160101	4119	Training & Travel	Information Technology Security Analyst	-	2,400
ITS160101	4119	Training & Travel	Training	2,400	-
Total Expenditures				133,778	138,069
Net				\$133,778	\$138,069

Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
Central Services (Information Technology Services)	133,778	138,069

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Information Technology Services Department

Priority Number: 6
Title of Request: Outsourced Security Operations Center (SOC) as a Service
Request Type: Program - New

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of Justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

To improve the cybersecurity readiness of the City, the Information Technology Department is requesting approval to outsource cybersecurity threat monitoring, identification, analysis, and response services to a Security Operations Center (SOC) as a service organization. An effective SOC will be the front-line defense for City. The mission of a SOC is to utilize sophisticated software and artificial intelligence (AI) technology to consistently (24 hours a day, 365 days a year) monitor critical logs and events to detect advanced cybersecurity threats and suspicious activities inside the City's network, systems, and applications. Additionally, the SOC will allow the City to meet several regulatory compliance requirements such as Payment Card Industry, Health Insurance Portability and Accountability Act, Criminal Justice Information Services, and Supervisory control and data acquisition (SCADA).

The IT Security team currently utilizes a portion of staff time monitoring, identifying, analyzing and mitigating cybersecurity threats facing the City. By outsourcing this service, the City will be better positioned to monitor, analyze, and defend against cybersecurity threats.

Can this function be better if performed by a third party? Why or why not?

This request is for third-party services.

Expected Implementation (MM/YY):

Performance Measures:

Measure Description	Current Year Projection	Next Year Target	Next Year Target with Modification
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Strategic Connections:

Focus Area: Internal Support
 Goal: Internal Support - Leading Government Organization
 Objective: IS-8 Provide a reliable and progressive technology infrastructure
 Source of Justification: Press Play Fort Lauderdale 2024, A 5-Year Strategic Plan

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
Expenditures					
ITS160101	3199	Other Prof Serv	To improve the cybersecurity readiness of the city	250,000	250,000
Total Expenditures				250,000	250,000
Net				\$250,000	\$250,000

Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
Central Services (Information Technology Services)	250,000	250,000

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Information Technology Services Department

Priority Number: 7
Title of Request: Outsourced IT Professional Staff Augmentation Services
Request Type: Program - New

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of Justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

This request is to increase funding for professional staff augmentation services for the Infrastructure and Operations Division (IOS). While IOS receives funding (\$25,000) on an annual basis as a part of their operating budget, the division needs additional services beyond what this level of funding can provide. The average spend for staff augmentation over the past three years was \$385,448. Professional staff augmentation services allows ITS to outsource projects that occur on a temporary basis to third party contractors with specific skills and qualifications. Some of the projects that would benefit from staff augmentation services include software/system upgrades and new computer (PC) deployment.

Can this function be better if performed by a third party? Why or why not?

The IT Professional Staff Augmentation function will be performed by a third-party contractors and professional services providers.

Expected Implementation (MM/YY):

Performance Measures:

Measure Description	Current Year Projection	Next Year Target	Next Year Target with Modification
Percent of service desk work orders resolved at time of call	70%	70%	85%

Strategic Connections:

Focus Area: Internal Support
Goal: Internal Support - Leading Government Organization
Objective: IS-4 Continuously improve service delivery to achieve excellence through innovation
Source of Justification: Press Play Fort Lauderdale 2024, A 5-Year Strategic Plan

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
Expenditures					
ITS110101	3199	Other Prof Serv	Professional staff augmentation services	385,448	385,448
Total Expenditures				385,448	385,448
Net				\$385,448	\$385,448

Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
Central Services (Information Technology Services)	385,448	385,448

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Information Technology Services Department

Priority Number: 8
Title of Request: Modernize and Standardize Disk Backup and Disaster Recovery
Request Type: Program - Revised

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of Justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

This request is to implement an Enterprise Data Protection System Modernization and Standardization Plan. This implementation will allow ITS to centralize, standardize, and modernize the City's current data protection program, allowing the City to deploy additional protection against ransomware attacks as well as enhanced response and recovery plans in the event of an attack. The City currently uses disk backup tape technology to protect the City's data and information. As data and information become the lifeblood of public service delivery and cyber-security attacks on government agencies increase, it is critically important to upgrade, consolidate, and modernize the way we protect information, including a disaster recovery strategy. Through this plan the Police Department backup recovery system will move away from disc backup tapes to modern disk-to-disk backup systems. Additionally, the City Hall backup recovery system will transition to a modern software system allowing for standardization across the organization.

This initiative is part of the three-year infrastructure upgrade plan and would include high availability, business continuity, backup, and disaster recovery of critical infrastructure. The implementation would expect to start in October 2022 and end in September 2025.

Can this function be better if performed by a third party? Why or why not?

This function cannot be better performed by a third party due to Florida Department Law Enforcement, Criminal Justice Information Services, Health Insurance Portability and Accountability Act, and cyber-security requirements.

Expected Implementation (MM/YY): 09/2025

Performance Measures:

Measure Description	Current Year Projection	Next Year Target	Next Year Target with Modification
Time required to restore documents from recovery requests (file) (minutes)	0	15	11
Time to backup the City's (City Hall) infrastructure (hours)	N/A	17	12
Time to backup the City's (Police) infrastructure (hours)	N/A	57	40

Strategic Connections:

Focus Area: Internal Support
 Goal: Internal Support - Leading Government Organization
 Objective: IS-8 Provide a reliable and progressive technology infrastructure
 Source of Justification: Press Play Fort Lauderdale 2024, A 5-Year Strategic Plan

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
Expenditures					
ITS110101	3199	Other Prof Serv	Professional Services	50,000	-
ITS110101	3401	Computer Maint	Recurring Maintenance Costs	30,000	30,000
ITS110101	3907	Data Proc Supplies	Police Department backup recovery system will move away from disc backup tapes to modern disk-to-disk backup systems.	200,000	200,000
Total Expenditures				280,000	230,000
Net				\$280,000	\$230,000

FY 2023 Decision Package Form

Information Technology Services Department

Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
Central Services (Information Technology Services)	280,000	230,000

FY 2023 Decision Package Form

Information Technology Services Department

Priority Number: 9
Title of Request: IT Incident and Service Management System
Request Type: Program - Revised

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of Justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

The goal of the IT Incident and Service Management System (ITSM) Project is to replace the existing unsupported and end of life ticketing system. The upgrade will enable ITS to deliver efficient and effective IT customer service and support, using the Information Technology Infrastructure Library (ITIL) framework which is based on known and proven principles in IT management. This initiative will also enable process improvements across the IT organization including the areas of asset management, change management, application development work-life cycle, procurement, knowledge, and configuration management. This initiative is part of the three-year infrastructure upgrade strategic plan, specifically digital transformation and improved cyber-security posture.

Can this function be better if performed by a third party? Why or why not?

The IT Incident and Service Management function cannot be better performed by a third party due to Florida Department Law Enforcement, Criminal Justice Information Services, Health Insurance Portability and Accountability Act, and cyber-security requirements.

Expected Implementation (MM/YY):

Performance Measures:

Measure Description	Current Year Projection	Next Year Target	Next Year Target with Modification
Percent of desk-top service work orders resolved within 24 hours	85%	85%	95%

Strategic Connections:

Focus Area: Internal Support
 Goal: Internal Support - Leading Government Organization
 Objective: IS-8 Provide a reliable and progressive technology infrastructure
 Source of Justification: Press Play Fort Lauderdale 2024, A 5-Year Strategic Plan

Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
Expenditures					
ITS110101	3199	Other Prof Serv	Professional Services	50,000	-
ITS110101	3401	Computer Maint	Recurring Maintenance Costs	30,000	30,000
ITS110101	3907	Data Proc Supplies	Replace the existing unsupported and end of life ticketing system.	200,000	-
Total Expenditures				280,000	30,000
Net				\$280,000	\$30,000

Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
Central Services (Information Technology Services)	280,000	30,000

FY 2023 Community Investment Plan Priorities



Community Investment Plan (CIP)

Department Submission

ENTERPRISE RESOURCE PLANNING (ERP)

PROJECT #: P11937

Project Mgr: Andrew Parker **Department:** Information Technology Services **Address:** 100 North Andrews Avenue
City: Fort Lauderdale
State: FL
Zip: 33301
District: I II III IV

Description: Financial Systems Modernization - (ERP) Enterprise Resource Planning System. The Finance Department is seeking an ERP, which is principally an integration of business management practices and modern technology. In simpler words, an ERP is a massive software architecture that supports the streaming and distribution of geographically scattered enterprise information across all of the City's departments. An ERP system's key objective is to integrate information and processes from all functional divisions of an organization, and merge them for effortless access and structure.

Justification: The City's current financial applications are over ten years old, and is supporting multiple business packages from different vendors on multiple operating system software programs running on hardware that will no longer be supported. These systems are only partially integrated, and require extensive human intervention. The City is seeking to reduce costs and become more efficient by standardizing to one database and one vendor that would encompass a suite of financial modules and sub modules that would share data between departments, this will eliminate time-consuming and inefficient duplicate key-punching.

Source of the Justification: 2035 Vision Plan: Fast Forward Fort Lauderdale **Project Type:** FINANCIAL & ADMINISTRATIVE

Project Funding Summary:

Source	Usage	Available \$	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL FUNDING
GENERAL CAPITAL PROJECTS Administration								
Fund 331	6550	(\$142,081)	\$0	\$0	\$0	\$0	\$0	(\$142,081)
GENERAL CAPITAL PROJECTS Equipment Purchases								
Fund 331	6564	(\$1,281,723)	\$0	\$0	\$0	\$0	\$0	(\$1,281,723)
GENERAL CAPITAL PROJECTS Construction								
Fund 331	6599	\$1,454,590	\$0	\$0	\$0	\$0	\$0	\$1,454,590
Total Fund 331:		\$30,786	\$0	\$0	\$0	\$0	\$0	\$30,786
SPECIAL OBLIGATION CONSTRUCTION 2011 Force Account Charges								
Fund 345	6501	(\$19)	\$0	\$0	\$0	\$0	\$0	(\$19)
SPECIAL OBLIGATION CONSTRUCTION 2011 Equipment Purchases								
Fund 345	6564	\$1,456,000	\$0	\$0	\$0	\$0	\$0	\$1,456,000
SPECIAL OBLIGATION CONSTRUCTION 2011 Construction								
Fund 345	6599	(\$1,455,981)	\$0	\$0	\$0	\$0	\$0	(\$1,455,981)
Total Fund 345:		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Central Services (Information Technology Services) Computer Software								
Fund 581	6405	(\$696)	\$0	\$0	\$0	\$0	\$0	(\$696)
Central Services (Information Technology Services) Administration								
Fund 581	6550	(\$1,662,859)	\$0	\$0	\$0	\$0	\$0	(\$1,662,859)

Community Investment Plan (CIP)

Department Submission

Central Services

(Information Technology Services) | Equipment Purchases

Fund 581	6564	(\$4,003,472)	\$0	\$0	\$0	\$0	\$0	(\$4,003,472)
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Central Services

(Information Technology Services) | Construction

Fund 581	6599	\$7,710,000	\$0	\$300,000	\$300,000	\$273,000	\$240,400	\$8,823,400
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Total Fund 581:		\$2,042,973	\$0	\$300,000	\$300,000	\$273,000	\$240,400	\$3,156,373
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Grand Total:		\$2,073,759	\$0	\$300,000	\$300,000	\$273,000	\$240,400	\$3,187,159
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Impact on Operating Budget:

Impact	Available \$	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL FUNDING
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GRAND TOTAL:

Operating Comments:

Strategic Connections:

Focus Area:	Internal Support
Strategic Goals:	Internal Support - Leading Government Organization
Objective:	IS-8 Provide a reliable and progressive technology infrastructure

Quarters to Perform Tasks:

Initiation/Planning	2
Design/Permittina	2
Bidding/Award	0
Construction/Closeout	12

~ Notes ~