

Information Technology

Mission Statement

To provide the City and its residents with the technology resources required to ensure all residents and employees are able to perform their duties swiftly and efficiently.

Fiscal Year 2015 Accomplishments

Hardware Infrastructure - Installed city fiber; expanded wireless to Public Safety and Public Works; began migration to Voice over IP for phone system.

Software - Updated Finance Plus and Community Plus to new version.

Security - Replaced dual Cisco firewalls; implemented backup load balancing; performed extensive penetration and vulnerability testing.

Process Improvement - Implemented "City Hall Systems" to increase efficiency for online payments; created reporting system and website for DataStat Newton program.

User Support and Training - Ensured versatility for all employees using the new email system; more technical training for IT staff.

Fiscal Year 2016 Desired Outcomes

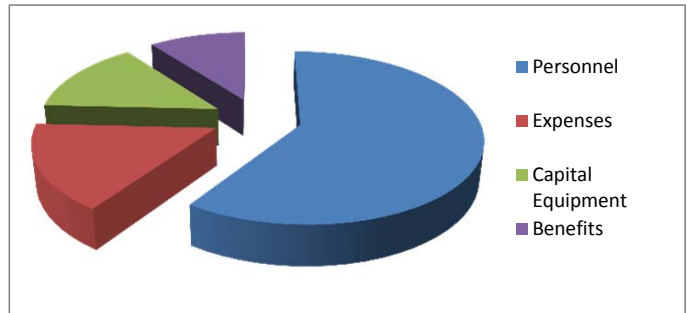
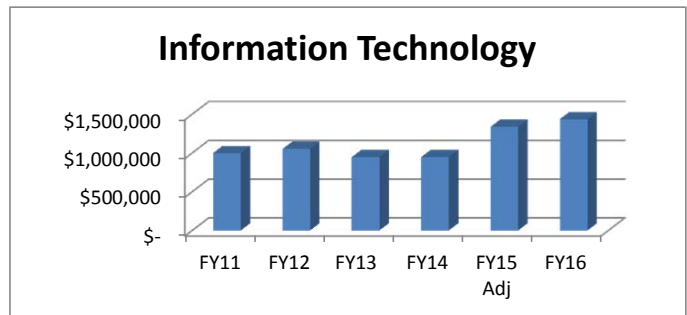
Hardware Infrastructure - Continue to light fiber, implement wireless, connect new buildings, implement redundancy, continue storage area network enhancements.

Software - Continue to support Finance Plus and Community Plus; expand Community Plus to additional departments. Update Munis.

Security - Continue vulnerability testing, branch out to other points of access, increase awareness of employee responsibility towards safe computer use.

Process Improvement - Expand online permitting and inquiry, offer more online solutions including payment options, working with all departments to use modern tools to increase efficiencies.

User Support and Training - Continue to support and train all end users; more technical training for IT staff.



Department Detail

	Actual				<-Adj Budget->		<-Proposed->	
	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2016	
Expenditure								
Personnel	\$567,612	\$496,381	\$564,970	\$560,191	\$780,211	\$855,153		
Expenses	\$341,925	\$343,863	\$158,199	\$183,625	\$232,610	\$232,970		
Capital Equipment		\$125,484	\$139,123	\$119,257	\$200,000	\$200,000		
Benefits	\$88,483	\$84,301	\$83,746	\$83,241	\$123,842	\$147,834		
Total	\$998,020	\$1,050,029	\$946,038	\$946,314	\$1,336,663	\$1,435,957		
% Incr		5.21%	-9.90%	0.03%	41.25%	7.43%		
Personnel								
Full-Time	8	7	8	8	10	11		
Part-Time	1	1	0	0	0	0		
Total	9	8	8	8	10	11		

FY2015 Accomplishments- Information Technology

Outcome #1: Improve City-Wide IT Infrastructure	Target	Result
Strategy #1: Complete Citywide Fiber Network Project		
RFP for Fiber electronics awarded	May 2014	Duration of the fiber install exceeded expectations. Will carry over to FY16.
Complete dark fiber installation	Jun 2014	Currently working with School Department on new specs, and will complete in FY16.
Strategy #2: New public and private City Hall Wireless network		
Prepare for implementation with hardware and software specific training	Jun 2014	Completed
Test	Jul 2014	Completed
Go Live	Aug 2014	Completed
Strategy #3: Move standalone servers to virtual servers		
Move one server per month to virtual servers on our SAN	Mar 2015	Ongoing, by department.
Outcome #2: Facilitate the Sharing of Information Between Departments	Target	Result
Strategy #1: Health Dept into CommPlus for Licensing, Code Enforcement & Permitting		
All departments on board with the Community Plus solution	Sep 2014	Postponed. Please see FY16 Outcome #4
Health Alcohol Permitting added to Community Plus	Oct 2014	Postponed. Please see FY16 Outcome #4
Strategy #2: Enable online permit applications, approvals and payments for large contractors		
Work with ISD under the financial guidelines set by Comptroller and Treasury	Sep 2014	Postponed. Please see FY16 Outcome #4
Strategy #3: Bring Fire into Permitting Module		
Work with Fire; choose a low volume app to build confidence	Oct 2014	Postponed. Please see FY16 Outcome #4
Strategy #4: Online search solution for Board of Aldermen		
Determine best solution	Jul 2014	Criteria have changed from a web indexing solution to an agenda management system to be hosted in the cloud. We are in the process of evaluating prospective vendors.
Garner approval from the Board of Aldermen	Jul 2014	
Train and implement	Sep 2014	
Strategy #5: Finance Plus to Munis bridge		
Either via in-house programming or procure a customization, build a better bridge	Jun 2015	Expected completion Fall 2015
Outcome #3: Provide Employee Training and Certification Programs	Target	Result
Strategy #1: Provide training for users in Outlook and the Web Client		
Provide an opportunity for every employee to receive 1 hour training in new system	Jul 2014	Training was offered prior to and after the 03/14 go live date.
Strategy #2: Provide advanced technology training for IT Staff		
Cisco and Microsoft classes, advanced security	Jun 2015	Training for IT staff continues.
Outcome #4: Deliver Top-Notch Customer Service	Target	Result
Strategy #1: Provide excellent customer support		
Continue to meet or exceed monthly performance metrics.	Ongoing	Completed
Strategy #2: Implemented DataStat website and reporting system		
Created in-house reporting system for all departments to report monthly data metrics		Completed
Ensure clean and transparent display of information for residents on website		Completed
Outcome #5: Security	Target	Result
Strategy #1: Replace Firewalls		
Purchase Dual systems	Jul 2014	Completed
Configure and test	Aug 2014	Completed
Go Live	Sep 2014	Completed
Strategy #2: Redundant Load Balancing		
Purchase second system	Aug 2014	Revised completion date Spring 2015
Configure and test	Sep 2014	Revised completion date Spring 2015
Go Live	Oct 2014	Revised completion date Spring 2015
Strategy #3: Cloud-based Mobile Device Management solution		
Determine best solution and best procurement method	Jul 2014	Scope of work requires phone upgrades and additional costs. Will be added to FY16 budget once approved by dept heads in a demo run.
Tie in with Active Directory	Jul 2014	
Begin test department	Aug 2014	
Roll Out to Police, DPW, Fire, Buildings and Parks & Recreation	Sep 2014	

FY2016 Desired Outcomes - Information Technology

Outcome #1: Improve City-Wide IT Infrastructure

Target

Strategy 1: Install Voice over IP: Public Buildings, Inspectional Services and Law

Rewire Department with CAT6 cabling	Fall 2015
Procure Equipment, convert Department to new system	Fall 2015
Final Preparations to go live	Fall 2015

Strategy 2: Remote Building Wireless Access: DPW Crafts & Eliot, Kennard Estate

Purchase POE switch, install	Fall 2015
Wire to specific locations of the building and mount device	Fall 2015
Configure the system with proper security to go live	Fall 2015

Strategy 3: Networked Computers at Newly wired buildings

Gath Pool, Crystal Lake Boathouse, Kennard Estate, Lower Falls Community Ctr.	
Connect to City Fiber	Summer 2015
Purchase POE switch, install	Summer 2015

Strategy 4: Enable online permit applications, approvals and payment for large contractors

Implement online building permit applications/payments for large contractors	March 2016
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Strategy 5: Eliminate cellular dead spots throughout the city

Work with all municipal departments to identify problematic locations	Spring 2015
Work with cellular providers to enhance cellular connectivity in problematic areas	Winter 2016

Outcome #2: Software

Target

Strategy 1: Civica - Responsive design - compatibility with mobile devices

Contract Signed	Aug 2015
Project Kick-Off	Aug 2015
Layout Selection and Branding	Aug 2015
Content Enhancement and Design Integration	Nov 2015
End User Training	Nov 2015
QA & Technology Transfer	Dec 2015

Strategy 2: Open Data Portal for GIS data

Transparent Data Initiative	Jan 2016
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Outcome #3: Security

Target

Strategy 1: Vulnerability Testing Follow Ups

Annual testing and remediation of network security	June 2016
Annual testing and audit of municipal and police network	June 2016

Strategy 2: Admin training and Security Awareness for all employees

End user security awareness training	June 2016
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Strategy 3: Mobile Device Management

Contract Signed	Sep 2016
Project Kick-Off	Sep 2016
Configuration, Data Entry, Setup	Sep 2016
Implementation	Oct 2016
Final Cut Over	Nov 2016

Outcome #4: Process Improvement

Target

Strategy 1: eGov - expand online permitting to additional departments

Fire and Health Departments	June 2016
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Strategy 2: Community Plus - Enable Plan Reviews

Working with Planning, Engineering, Fire, ISD, City Clerk & DPW	Ongoing
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Outcome #5: User Support & Training

Target

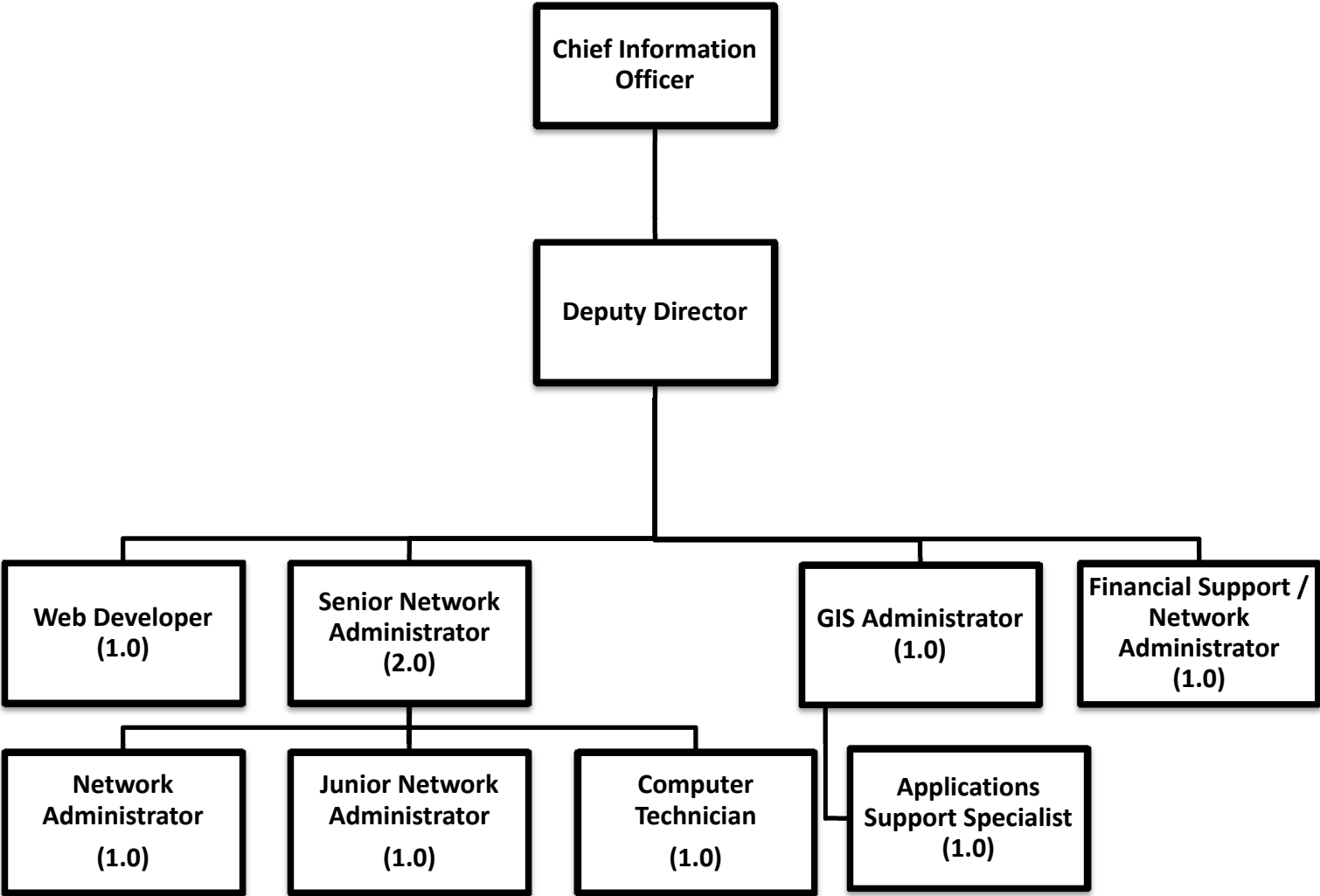
Strategy 1: Administration Training for Staff

Day of Training at least once every two months	6 in FY2016
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Strategy 2: Continue to offer training to all employees

As-needed training in all supported applications	Ongoing
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INFORMATION TECHNOLOGY



FUND: 01 - GENERAL FUND
DEPARTMENT: 111 - INFORMATION TECHNOLOGY

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2013	ACTUAL 2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
INFORMATION TECHNOLOGY SUMMARY						
51 - PERSONAL SERVICES	564,970	560,191	780,211	579,404	855,153	74,941
52 - EXPENSES	158,199	183,625	232,610	221,010	232,970	360
58 - DEBT AND CAPITAL	139,123	119,257	200,000	187,373	200,000	0
57 - FRINGE BENEFITS	83,746	83,241	123,842	97,031	147,834	23,992
TOTAL DEPARTMENT	946,038	946,313	1,336,663	1,084,817	1,435,957	99,294
IT ADMINISTRATION						
51 - PERSONAL SERVICES	195,481	207,271	214,339	183,968	221,559	7,220
52 - EXPENSES	2,453	6,815	12,210	5,555	8,870	-3,340
58 - DEBT AND CAPITAL	38,461	0	0	0	0	0
57 - FRINGE BENEFITS	29,451	34,991	39,829	32,201	39,895	66
TOTAL IT ADMINISTRATION	265,847	249,078	266,379	221,724	270,324	3,946
MICRO/NETWORK SVS						
51 - PERSONAL SERVICES	278,964	259,798	469,982	320,319	534,373	64,391
52 - EXPENSES	20,205	11,999	12,000	12,000	12,000	0
58 - DEBT AND CAPITAL	52,463	37,443	112,381	112,373	125,000	12,619
57 - FRINGE BENEFITS	38,204	30,620	65,843	50,567	89,703	23,861
TOTAL MICRO/NETWORK SVS	389,836	339,861	660,206	495,258	761,076	100,870
SYSTEMS PROGRAMMING						
52 - EXPENSES	116,590	146,330	191,500	186,980	191,500	0
58 - DEBT AND CAPITAL	48,198	81,813	87,619	75,000	75,000	-12,619
TOTAL SYSTEMS PROGRAMMING	164,787	228,143	279,119	261,980	266,500	-12,619
GIS ADMINISTRATION						
51 - PERSONAL SERVICES	90,524	93,122	95,890	75,118	99,221	3,330
52 - EXPENSES	18,953	18,480	16,900	16,475	20,600	3,700
57 - FRINGE BENEFITS	16,091	17,629	18,170	14,263	18,236	66
TOTAL GIS ADMINISTRATION	125,568	129,232	130,960	105,856	138,056	7,096

FUND: 01 - GENERAL FUND
DEPARTMENT: 111 - INFORMATION TECHNOLOGY

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
111 - INFORMATION TECHNOLOGY						
0111101 - IT ADMINISTRATION						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	186,020	206,296	212,489	183,093	219,709	7,220
514001 LONGEVITY	975	975	1,850	875	1,850	0
515006 VACATION BUY BACK	8,486	0	0	0	0	0
TOTAL PERSONAL SERVICES	195,481	207,271	214,339	183,968	221,559	7,220
EXPENSES						
5274 RENTAL - EQUIPMENT	0	1,304	1,830	1,304	1,830	0
5319 TRAINING EXPENSES	0	3,270	4,500	3,438	5,000	500
53401 TELEPHONE	197	139	200	96	200	0
53402 CELLULAR TELEPHONES	45	540	640	315	500	-140
5341 POSTAGE	3	2	17	9	20	3
5342 PRINTING	33	10	23	23	20	-3
5420 OFFICE SUPPLIES	1,000	0	3,700	0	0	-3,700
5592 BOOKS/MANUALS/PERIOD	175	946	400	330	400	0
5710 VEHICLE USE REIMBURSE	0	40	0	0	0	0
5711 IN-STATE CONFERENCES	200	45	300	40	300	0
5730 DUES & SUBSCRIPTIONS	800	520	600	0	600	0
TOTAL EXPENSES	2,453	6,815	12,210	5,555	8,870	-3,340
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	758	456	598	497	497	-101
57HLTH HEALTH INSURANCE	23,940	31,563	35,952	29,073	36,072	120
57LIFE BASIC LIFE INSURANCE	57	113	114	85	114	0
57MEDA MEDICARE PAYROLL TAX	2,690	2,860	3,166	2,546	3,213	47
57OPEB OPEB CONTRIBUTION	2,007	0	0	0	0	0
TOTAL FRINGE BENEFITS	29,451	34,991	39,829	32,201	39,895	66
DEBT AND CAPITAL						
585111 PC HARDWARE-ADMIN	38,461	0	0	0	0	0
TOTAL DEBT AND CAPITAL	38,461	0	0	0	0	0
TOTAL IT ADMINISTRATION	265,847	249,078	266,379	221,724	270,324	3,946

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
0111102 - MICRO/NETWORK SVS						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	275,939	255,463	462,110	313,295	531,223	69,113
513001 REGULAR OVERTIME	0	0	1,000	651	0	-1,000
514001 LONGEVITY	2,525	2,525	1,650	1,650	1,650	0
514309 OTHER STIPENDS	0	0	2,500	2,500	0	-2,500
515005 BONUSES	0	0	600	600	0	-600
515006 VACATION BUY BACK	0	810	622	622	0	-622
515102 CLEANING ALLOWANCE	500	1,000	1,500	1,000	1,500	0
TOTAL PERSONAL SERVICES	278,964	259,798	469,982	320,319	534,373	64,391
EXPENSES						
52401 OFFICE EQUIPMENT R-M	11,550	11,999	12,000	12,000	12,000	0
5585 COMPUTER SUPPLIES	8,655	0	0	0	0	0
TOTAL EXPENSES	20,205	11,999	12,000	12,000	12,000	0
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	876	1,204	2,174	1,688	2,788	614
57HLTH HEALTH INSURANCE	33,325	23,747	53,060	40,991	71,595	18,535
57LIFE BASIC LIFE INSURANCE	113	76	138	109	114	-24
57MEDA MEDICARE PAYROLL TAX	3,891	3,600	6,068	4,459	7,748	1,680
57OPEB OPEB CONTRIBUTION	0	1,994	4,403	3,321	7,458	3,055
TOTAL FRINGE BENEFITS	38,204	30,620	65,843	50,567	89,703	23,861
DEBT AND CAPITAL						
58511 COMPUTER SERVER HAR	0	0	1,955	1,955	10,000	8,045
585111 PC HARDWARE-ADMIN	42,001	23,000	47,615	47,615	50,000	2,385
58512 COMPUTER SERVER SOF	0	0	47,193	47,184	50,000	2,807
585121 PC SOFTWARE-ADMIN	10,462	14,443	15,618	15,618	15,000	-618
TOTAL DEBT AND CAPITAL	52,463	37,443	112,381	112,373	125,000	12,619
TOTAL MICRO/NETWORK SVS	389,836	339,861	660,206	495,258	761,076	100,870
0111103 - SYSTEMS PROGRAMMING						
EXPENSES						
52410 SOFTWARE MAINTENANC	18,010	45,399	53,250	50,518	51,500	-1,750
52410A REVERSE 911 SOFTWARE	65,755	67,000	64,478	64,478	65,000	522
52410F MS OUTLOOK SOFTWARE	0	0	36,271	36,271	37,500	1,229
5301 CONSULTANTS	4,900	0	0	0	0	0
53404 INTERNET ACCESS CHAR	23,990	26,423	28,500	28,366	28,500	0
5585 COMPUTER SUPPLIES	3,934	7,507	9,000	7,346	9,000	0
TOTAL EXPENSES	116,590	146,330	191,500	186,980	191,500	0
DEBT AND CAPITAL						
58512 COMPUTER SERVER SOF	48,198	81,813	87,619	75,000	75,000	-12,619
TOTAL DEBT AND CAPITAL	48,198	81,813	87,619	75,000	75,000	-12,619
TOTAL SYSTEMS PROGRAMMING	164,787	228,143	279,119	261,980	266,500	-12,619

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
0111104 - GIS ADMINISTRATION						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	89,749	92,347	95,115	74,343	98,346	3,230
514001 LONGEVITY	775	775	775	775	875	100
TOTAL PERSONAL SERVICES	90,524	93,122	95,890	75,118	99,221	3,330
EXPENSES						
52410 SOFTWARE MAINTENANC	14,986	15,000	12,300	12,300	16,000	3,700
5319 TRAINING EXPENSES	0	0	600	175	600	0
5585 COMPUTER SUPPLIES	3,967	3,481	4,000	4,000	4,000	0
TOTAL EXPENSES	18,953	18,480	16,900	16,475	20,600	3,700
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	438	456	479	377	497	18
57HLTH HEALTH INSURANCE	14,408	15,903	16,300	12,852	16,300	0
57MEDA MEDICARE PAYROLL TAX	1,245	1,271	1,391	1,034	1,439	48
TOTAL FRINGE BENEFITS	16,091	17,629	18,170	14,263	18,236	66
TOTAL GIS ADMINISTRATION	125,568	129,232	130,960	105,856	138,056	7,096
TOTAL INFORMATION TECHNOLOGY	946,038	946,313	1,336,663	1,084,817	1,435,957	99,294

FUND: 01 - GENERAL FUND
 DEPARTMENT: 111 - INFORMATION TECHNOLOGY

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2015			2016		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	APPLICATIONS DEVELOPER		1.0	60,231	H07	1.00	67,142
	APPLICATIONS SPECIALIST		1.0	51,003	S06	1.00	53,286
	CHIEF INFORMATION OFF		1.0	112,264	H14	1.00	116,080
	COMPUTER TECHNICIAN		1.0	46,542	S06	1.00	48,765
	DEPUTY DIRECTOR OF IT		1.0	100,225	H11	1.00	103,629
	GIS ADMINISITRATOR		1.0	95,115	H10	1.00	98,346
	JR NETWORK ADMIN		1.0	52,417	H05	1.00	52,617
	NETWORK ADMINISTRATO		1.0	58,967	H05	1.00	60,960
	SR NETWORK ADMIN		2.0	175,358	H09	2.00	181,310
	SR WEB DEVELOPER		1.0	62,131	H07	1.00	67,142
	Account Totals:		11.0	814,253		11.00	849,278
	Report Totals:		11.0	814,253		11.00	849,278