△△MUSCATINE

INSTRUCTIONS:

Please limit text and utilize bullets when possible. **Bold items that require special attention.** Note any significant changes to revenue. Do not list individual line-item changes unless there is a significant change in amount. **Please limit memo to less than 3 pages.**

DEPARTMENT

- Finance

ACTIVITY

- Information Technology

REVISED ESTIMATE FOR CURRENT FISCAL YEAR (2025/2026)

Items of Concerns for Current Fiscal Year:

- Added an additional location to support in the MUSCO Sports Center. This location does include some specialized systems including the scoreboard and dome controller, and the extension of the VPN to include that location.

- Aging server infrastructure at Public Works.

- Business continuity – Currently there is no succession plan for the Information Technology Manager.

Significant Line-Item Increases/Decreases for Revised Estimate:

Is Revised Estimate for Activity the same as Approved Budget? If not, explain why:

"I remember Muscatine for its sunsets. I have never seen any
on either side of the ocean that equaled them" — Mark Twain

FY 2026/2027 BUDGET REQUEST

Items of Concern for Fiscal Year 2026/2027 (changes in service levels, revenue, etc. that impact budget):

Significant Line-Item Increases/Decreases proposed for FY 2026/2027 (include justification for increases)

Is Budget Request the same as the Revised Estimate for the Previous Fiscal Year? If not, explain why:

FY 2026/2027 CAPITAL OUTLAY REQUESTS

Capital Outlay Requests (item and cost) for FY 2026/2027 (item and cost)

Please note whether capital requests were included in Form 11 in the previous year.

- Continued support of the Computer Replacement Fund. For the proposed FY2026/2027 budget the request is status quo because we have been thrifty with this expenditure over the last few years. Subsequent request will be at a higher level than the current status quo. See Form 11 for detail of the cost acceleration.

- Installation of a cloud based (SIP) telephone system at City Hall and Public Works. The existing phone systems were installed in 2012. This exceeds the ten-year expected lifetime of a traditional business PBX system and we are beginning to experience ongoing issues with the current system. Some issues include but are not limited to, one way audio, loss of voicemail/auto attendant functionality, etc. Also, the manufacturer no longer has parts available. To date only minor parts issues have arisen and we have been able to find parts on the secondary market. This is not a long-term solution. Staff will need to evaluate the number of extensions and talk paths that are required. Current estimates are $20,000 for voice terminals and initial setup. We are expecting the ongoing costs to be neutral since the existing digital phone line (PRI) and several traditional VoIP lines will not be required with the new system. Costs will escalate as additional sites are added to the SIP system but they should not be proportional since not all locations will require a change in the number of talk paths.

2

FUNCTION: GENERAL GOVERNMENT — DEPARTMENT: FINANCE — ACTIVITY: INFORMATION TECHNOLOGY

ACCT NO. (A)	ACCOUNT CLASSIFICATION (B)	ACTUAL FISCAL YEAR 2023/2024 (C)	ACTUAL FISCAL YEAR 2024/2025 (D)	BUDGET FISCAL YEAR 2025/2026 (E)	FIRST 3 MOS FISCAL YEAR 2025/2026 (F1)	LAST 9 MOS FISCAL YEAR 2025/2026 (F2)	ESTIMATE FISCAL YEAR 2025/2026 (F)	CITY ADMIN ESTIMATE FISCAL YEAR 2025/2026 (G)	BUDGET REQUEST FISCAL YEAR 2026/2027 (H)	CITY ADMIN REVISION FISCAL YEAR 2026/2027 (I)	APPROVED BUDGET 2026/2027 (J)
	PERSONAL SERVICES										
41XXX	REGULAR SALARIES & WAGES	$168,416	$179,061	$184,500	$41,691	$142,737	184,428	$184,500	$193,000	$193,000	
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	
44XXX	OTHER SALARIES & WAGES	1,137	1,092	1,200	253	988	1,241	1,200	1,300	1,300	
45XXX	PENSION & RETIREMENT	28,610	30,354	32,000	7,080	24,735	31,815	31,800	33,400	33,400	
46XXX	INSURANCE	48,961	51,397	53,400	13,329	39,364	52,693	52,700	54,700	54,700	
	SUBTOTAL	$247,124	$261,904	$271,100	$62,353	$207,824	$270,177	$270,200	$282,400	$282,400	$0
	COMMODITIES										
51XXX	OFFICE SUPPLIES	$244	$886	$900	$65	$835	$900	$900	$900	$900	$0
52XXX	OPERATING SUPPLIES	672	1,036	1,100	221	$879	1,100	1,100	1,100	1,100	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	$0	0	0	0	0	0
	SUBTOTAL	$916	$1,922	$2,000	$286	$1,714	$2,000	$2,000	$2,000	$2,000	$0
	CONTRACTUAL SERVICES										
61XXX	PROFESSIONAL FEES	$105,987	$133,925	$156,500	$83,966	$71,534	$155,500	$155,500	$155,500	$155,500	$0
62XXX	TECHNICAL SERVICES	0	0	100	0	100	100	100	100	100	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	3,000	3,000	4,100	750	3,350	4,100	4,100	4,100	4,100	0
65XXX	COMMUNICATIONS & UTILITIES	20,167	21,531	21,300	5,287	16,713	22,000	22,000	22,000	23,000	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	0	0	100	0	100	100	100	100	100	0
	SUBTOTAL	$129,154	$158,456	$182,100	$90,003	$91,797	$181,800	$181,800	$181,800	$182,800	$0
	CAPITAL OUTLAY										
71XXX	LAND	$0	$0	$0	$0	$0	$0	$0	$0	$0	
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	
74XXX	EQUIPMENT	0	40,919	22,500	20,095	0	20,095	20,100	20,000	0	
	SUBTOTAL	$0	$40,919	$22,500	$20,095	$0	$20,095	$20,100	$20,000	$0	$0
9XXXX	TRANSFERS	$50,000	$50,000	$40,000	$12,500	$27,500	$40,000	$40,000	$50,000	$40,000	
	TOTAL EXPENDITURES	$427,194	$513,201	$517,700	$185,237	$328,835	$514,072	$514,100	$536,200	$507,200	$0

Form 11

FY 2026/2027 Budget

Five Year Capital Outlay Projections - <u>Information Technology</u> Department/Division

		Capital Outlay Classification (Check One)				**Estimated**
Fiscal Year 2026/2027	**<u>Vehicles</u>**	**<u>Equip- ment</u>**	**<u>Improve- ments</u>**	**<u>Other</u>**		**Cost**
1. Computer Replacement Fund		XXX				50,000
2. Cloud Telephone System for CH & PW		XXX				20,000
3.						
4.						
5.						
6.						
7.						
8.						
Fiscal Year Total						70,000
Fiscal Year 2027/2028						
1. Computer Replacement Fund		XXX				62,500
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Fiscal Year Total						62,500
Fiscal Year 2028/2029						
1. Computer Replacement Fund		XXX				62,500
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Fiscal Year Total						62,500
Fiscal Year 2029/2030						
1. Computer Replacement Fund		XXX				62,500
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Fiscal Year Total						62,500
Fiscal Year 2030/2031						
1. Computer Replacement Fund		XXX				62,500
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Fiscal Year Total						62,500
Grand Total						320,000

Form 12

FY 2026/2027 Budget

Department-Prioritized Budget Reductions if Necessary

	Reductions Needed Based on Form 2 Department Budget Request for 2026/2027		
	If 1%	**If 3%**	**If 5%**
Amount of Reduction Needed Based on Form 2 Amounts (Personal Services + Commodities + Contractual) x %	$ 4,662	$ 13,986	$ 23,310

Detail of Potential Reductions:

Account	Description			
Personal Services Accounts:				
51200	Books, Magazines, Newspapers	100	100	100
51300	Printing Supplies	400	400	400
51400	Minor Office Equipment	100	100	100
52890	Miscellaneous Operating Supplies	500	700	800
Commodities Accounts:				
61330	Computer Consultant Fees	2,600	11,700	21,000
64120	Actual Travel Expense	500	500	500
64200	Registrations	500	500	500
Contractual Services Accounts:				
Total Department-Prioritized Budget Reductions		$ 4,700	$ 14,000	$ 23,400
Difference Over (Under) Targeted Amount		$ 38	$ 14	$ 90

DEPARTMENT: **ACTIVITY:**

Finance   Information Technology
                                                                             Operations

OBJECTIVES TO BE ACCOMPLISHED IN 2025/2026:

- To engineer and install a new server infrastructure at the Muscatine Art Center. The new design will implement additional redundancy including multiple domain controllers, global catalogs, and DNS servers, as well as conforming to industry best practices. This project will use last year's highly successful upgrades at the Musser Public Library as a reference point. This project cannot be fully completed until a new collection management software is operational. **(Strategic Plan - Excellent Customer Service)**

- Complete the installation and migration of the new Virtual Machine (VM) cluster and migrate all servers from the existing VM cluster to the new one. **(Strategic Plan – Excellent Customer Service)**

- Install new kiosks at the Musser Public Library. The kiosk is a stand-alone, interactive device that allows library patrons to access information or services without interacting with staff. Services include searching for and checking out books and other library material, paying fees, etc. **(Strategic Plan - Excellent Customer Service)**

- Consult with the Muscatine Art Center staff for the selection, data migration, training, and operation of a new collection management database. The current software is obsolete and is no longer supported by the vendor. **(Strategic Plan - Excellent Customer Service)**

- Renew licensing for the City's current network switches and firewall. The current licenses will expire on October 12, 2025. If the licensing has not been renewed prior to that date, nearly all city computers and most phones will no longer be operational. Currently IT is recommending a seven-year renewal term. **(Strategic Plan - Excellent Customer Service)**

- Transfer the physical RDP server to the new VM cluster at City Hall. This server allows all police, including squad cars, and limited fire department computers, access to the police records management (Shieldware) system. **(Strategic Plan - Excellent Customer Service)**

- Implement multimedia conference room systems at both the Muscatine Recycling Center and Transfer Station and the Musser Public Library. Both facilities will be similar to other conference room installations such as the City Hall Conference Room, Police department conference room, and Fire department basement conference room. **(Strategic Plan - Excellent Customer Service)**

STATUS REPORT ON 2025/2026 OBJECTIVES:

- The engineering has been completed, the new equipment has been ordered and installed. Domain controllers, global catalogs, DNS servers, etc. have been migrated to the new hardware. Data migration was initially placed on hold until the collection management software was fully operational. Data migration is tentatively scheduled for December 13, 2025. When that has been finalized, the project will be considered complete.

- The new VM cluster has been installed and all existing VM's have been migrated to the new system. The new cluster has additional capacity to allow for some current physical servers to be virtualized. IT staff will continue to migrate resources to the new cluster if it makes technological or financial sense. Bullet point six in the current list is an example of these logical tasks.

- All Musser Public Library kiosk have been replaced to conform to modern security standards. This task also included the implementation of new credit card terminals at each kiosk location. To minimize the expense of this project, IT staff was able to remove the coin/bill collectors from the old kiosks and install them into the new terminals.

- The Muscatine Art Center has completed the transfer of all collection management from Mimsy XG to PassPerfect. This task included exporting all data from the on-premises database to the current cloud-based system.

- At the August 21, 2025 Muscatine City Council Meeting, the Council approved the issuance of a purchase order for a seven-year extension of the existing licensing of all current Meraki firewalls and network backbone switches. Current licensing will expire on October 6, 2032 at which time it will be recommended to replace the existing hardware.

- The transfer of the existing physical RDP server to the new VM cluster is currently scheduled to take place in the second half of the 2025/2026 fiscal year. Bullet point two needed to be completed in its entirety for this undertaking to begin.

- A fully functional multimedia conference room system has been installed in the upstairs conference room at the Muscatine Recycling Center and Transfer Station.

NARRATIVE ON RECENT DEPARTMENT/ACTIVITY ACCOMPLISHMENTS:

- Completed the Windows 11 migration plan. This process began in 2022 and marks a major accomplishment for the department.

- The IT Manager's roll in the construction of the MUSCO Sport Center expanded exponentially due to the IT infrastructure not being included with the engineering plans. Tasks completed at the dome include, but are not limited to the following:

    o Installation of the computer network infrastructure including Firewall, network switches, computers, printers, scanners, Wi-Fi, etc.
    o Internet service
    o Dome controller for access to inflation information, HVAC controls, alerts, etc.
    o VPN tunnel to the City of Muscatine network
    o SIP telephones
    o Integration of MPW Fiber Television with the scoreboard
    o Scoreboard integration with the public address system

- Installed a new copier in the Finance and Records office, updated drivers and configured SMTP for scan to email functionality.

- Installed a new copier at Public Works, updated drivers and configured SMTP for scan to email functionality.

- Maintaining a 93.79% patch compliance as of October 24, 2025.

- Upgraded all Library Document Centers at the Musser Public Library to current standards.

- Repositioned the finance staff while the office remodel was in process. This included both computer and phone system functionality.

- Completed a redesign of Layer 1 of the OSI model at the Muscatine Art Center. This involved identifying and removing cabling that is no longer in use, and streamlining the physical layer.

- Relocated the small multimedia conference room in the Community Development Department.

- Replaced the point-to-point (PtP) wireless connection between City Hall and the Public Safety Building

GOAL STATEMENT:
  (Only complete if different from 2025/2026)

OBJECTIVES TO BE ACCOMPLISHED IN 2026/2027:

- Create an RFP and implement a cloud-based SIP telephone system at City Hall and Public Works, if funding is approved by City Council. This project should include integrating the current systems at the Water and Resource Recovery Facility and the MUSCO Sports Center.

- Install a mini-cluster at the Public Safety Building to facilitate virtualizing process servers. This will allow for physical redundancy in a location outside of where the City's main cluster resides.

- Create a secure mesh Wi-Fi network at the Water and Resource Recovery Facility.

- Assist Muscatine Power and Water (MPW) with the installation of free public Wi-Fi at the MUSCO Sports Center. This will serve as an additional amenity to visitors of the dome. MPW has agreed to implement this service at no charge to the City.

- Migrate the Public Works server to new hardware.

- Return the Musser Public Library SkyCam to operation. The SkyCam has experienced numerous failures over the last few years and is an amenity that library patrons do utilize.

CITY OF MUSCATINE
2026/2027 BUDGET
PERFORMANCE MEASURES

PERFORMANCE MEASURES

	Actual 2022/2023	Actual 2023/2024	Actual 2024/2025	Estimated 2025/2026	Estimated 2026/2027
Personal Computers Maintained*	215	213	206	205	205
Network Maintained**	3	3	4	4	4
Training Sessions	26	21	14	20	20

* Reduction due to increased virtualization
** MUSCO Sports Center

FORM 1C