



Town of Wellesley

FY2018 Budget Request

Information Technology Department Operating Request

Fund - 01
 Department: 155
 Department Head: Brian DuPont, IT Director

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 643,269	\$ 665,874	\$ 626,321	\$ 657,921	\$ 656,327	\$ (1,594)	-0.24%
Part Time	-	-	-	1,000	-	(1,000)	-100.00%
Internal Service Reimbursements	(167,430)	(179,944)	(181,824)	(190,650)	(195,416)	(4,766)	2.50%
Subtotal, Personal Services	475,839	485,930	444,497	468,271	460,911	(7,360)	-1.57%
Expenses	262,489	286,318	373,012	367,440	395,750	28,310	7.70%
Internal Service Reimbursements	(95,111)	(92,792)	(93,557)	(95,896)	(98,293)	(2,397)	2.50%
Subtotal, Expenses	167,378	193,526	279,455	271,544	297,457	25,913	9.54%
TOTAL TAX IMPACT	\$ 643,216	\$ 679,456	\$ 723,952	\$ 739,815	\$ 758,368	\$ 18,553	2.51%

PERMANENT STAFFING (FTEs)	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Position Titles:					
Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	1.0	1.0	1.0	1.0
Managers (Operations, Network, & GIS)	3.0	3.0	3.0	3.0	3.0
Administrators (Desktop, Systems, & GIS)	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
Total Number of Positions	8.0	8.0	8.0	8.0	8.0

Information Technology Department Operating Request

Account # 01-155-100 Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18	
PERSONAL SERVICES									
511010	Senior Administrator	Information Technology Director	\$ 117,172	\$ 119,808	\$ 110,985	\$ 100,849	\$ 100,464	\$ (385)	-0.38%
511220	Other Professionals	Asst. Director, 3 Managers (Operations, Network, & GIS); 3 Administrators (Desktop, Systems, & GIS)	526,097	546,067	515,336	557,072	555,863	(1,208)	-0.22%
512290	Temporary Help	IT/GIS Seasonal Assistant	-	-	-	1,000	-	(1,000)	-100.00%
PERSONAL SERVICES SUBTOTAL			643,269	665,874	626,321	658,921	656,327	(2,594)	-0.39%
599999	Special Items	* See note below.	(167,430)	(179,944)	(181,824)	(190,650)	(195,416)	(4,766)	2.50%
PERSONAL SERVICES SUBTOTAL, NET OF REIMBURSEMENTS			475,839	485,930	444,497	468,271	460,911	(7,360)	-1.57%
Account # 01-155-	EXPENSES								
524030	Equipment Maintenance	Hardware maintenance (incl. annual contracts) for servers, printers, and other network appliances (web filter, firewalls, switches, back-up devices, etc.). This account also funds our MUNIS Disaster Recovery service.	53,651	49,616	55,927	48,000	48,000	-	0.00%
530400	Information Technology Services	Provides for outside application development and consulting services for special projects.	7,516	10,375	9,000	10,000	10,000	-	0.00%
530500	Training & Development	For professional development of IT staff, and for training staff in all departments on our standard productivity applications (e.g. MS Office)	13,221	2,370	-	6,000	5,000	(1,000)	-16.67%
530800	Computer Software Services	Annual contracts for enterprise software that supports email filtering, virus protection, data backup/recovery, GIS, server virtualization, remote access (Citrix), and email/productivity (Office 365). This account also funds annual maintenance on all MUNIS modules, including financials, personnel mgmt., tax / real estate billing, utility billing, and permitting / code enforcement.	155,995	193,168	228,224	217,000	254,000	37,000	17.05%
534010	Postage	Mail	37	23	3	100	100	-	0.00%

Information Technology Department Operating Request								
Account # 01-155-100 Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
534020	Telephone	13,364	13,168	34,331	31,690	30,500	(1,190)	-3.76%
534035	Advertising	-	221	-	-	-	-	0%
534090	Other Communications	11,798	11,188	7,196	10,500	8,000	(2,500)	-23.81%
542040	Paper & Stationary	240	-	18	500	500	-	0.00%
542090	Other General Supplies	7,135	895	3,270	4,000	4,000	-	0.00%
553060	Computer Supplies	(4,840)	(142)	32,948	34,000	30,000	(4,000)	-11.76%
571010	Travel - Mileage	1,401	752	1,035	1,500	1,500	-	0.00%
571120	Conf/Mtgs - Professional & Administration Staff	2,910	4,511	1,001	4,000	4,000	-	0.00%
573020	Dues - Professional Staff	60	175	60	150	150	-	0.00%
	EXPENSES SUBTOTAL	262,489	286,318	373,012	367,440	395,750	28,310	7.70%
599999	Approved Special Debt Expense*	(95,111)	(92,792)	(93,557)	(95,896)	(98,293)	(2,397)	2.50%
570000	Other Charges & Expenses	-	-	3,472	-	-	-	0.00%
	EXPENSES SUBTOTAL, NET OF REIMBURSEMENTS	167,378	193,526	282,928	271,544	297,457	25,913	9.54%
	DEPARTMENT TOTAL, GROSS	905,757	952,192	999,333	1,026,361	1,052,077	25,716	2.51%
	DEPARTMENT TOTAL, NET OF REIMBURSEMENTS (Tax Impact)	\$ 643,216	\$ 679,456	\$ 727,425	\$ 739,815	\$ 758,368	\$ 18,553	2.51%

*The Enterprise Funds (Water & Sewer and Municipal Light Plant) reimburse the Town for services provided by the IT Department. This reimbursement covers the Enterprise Funds' share of the IT Department's personnel costs and related expenses --- including, but not limited to staff support for GIS activities and utility billing, and a percentage of annual maintenance costs for software used in support of enterprise operations. The MLP and the DPW's Water & Sewer Division have agreed to a 2.5% increase in FY18, consistent with the Board of Selectmen's guidelines for most Town Departments. Object 599999 found under Org 01155600 for both PS & Expenses.

Information Technology Department Operating Request

Job Title Employee Name	FY18 RATE REQUEST***			
	FY17 Rate as of 6/30/2017	Group - Step	FY18 Starting Rate 7/1/2017	Total Budget Request
Director Brian DuPont	\$ 1,932.00	61	\$ 1,932.00	100,464
Tech. Operations Manager Robert Ruscetti	\$ 1,846.15	57	\$ 1,846.15	96,000
Assistant Director Jane Gates	\$ 1,754.96	58	\$ 1,754.96	91,258
Network Manager Vernon Ng	\$ 1,772.67	57	\$ 1,772.67	92,179
GIS Manager Christine Narayana	\$ 1,403.23	57	\$ 1,403.23	72,968
GIS Administrator Michael Thompson	\$ 1,217.23	55	\$ 1,217.23	63,296
Systems Administrator VACANT	\$ 1,365.38	55	\$ 1,365.38	71,000
Desktop Administrator Charlie Whittall	\$ 1,330.06	54	\$ 1,330.06	69,163
Temporary Help				-
			Total Salary \$	656,327