



Town of *Wellesley*

FY2019 Budget Request

Information Technology Department Operating Request

Fund - 01, 21
 Department: 155
 Department Head: Brian DuPont, IT Director

DEPARTMENT EXPENDITURES	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
Personal Services							
Full Time	\$ 665,874	\$ 626,321	\$ 589,105	\$ 670,326	\$ 657,307	\$ (13,020)	-1.94%
Part Time	-	-	-	-	-	-	0.00%
Subtotal, Personal Services	665,874	626,321	589,105	670,326	657,307	(13,020)	-1.94%
Expenses	286,318	376,485	390,171	395,750	420,750	25,000	6.32%
Subtotal, Expenses	286,318	376,485	390,171	395,750	420,750	25,000	6.32%
TOTAL before Internal Srvc Reimb	952,192	1,002,806	979,276	1,066,076	1,078,057	11,981	1.12%
Internal Service Reimbursements	(272,736)	(275,381)	(286,546)	(293,709)	(299,583)	(5,874)	2.00%
TOTAL	\$ 679,456	\$ 727,425	\$ 692,730	\$ 772,367	\$ 778,474	\$ 6,107	0.79%

PERMANENT STAFFING (FTEs)	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 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 (Enterprise App., Network, & GIS)	3.0	3.0	3.0	3.0	3.0
Administrators (Systems, GIS, & Desktop)	<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

Org	Object	Account # 01-155 Account Title	Explanation	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
PERSONAL SERVICES										
01155100	511010	Senior Administrator	Information Technology Director	\$ 119,808	\$ 110,985	\$ 100,850	\$ 103,227	\$ 103,227	\$ (0)	0.00%
01155100	511220	Other Professionals	Asst. Director, 3 Managers (Enterprise Applications, Network, & GIS); 3 Administrators (Systems, GIS, & Desktop)	546,067	515,336	488,255	567,099	554,080	(13,020)	-2.30%
PERSONAL SERVICES SUBTOTAL				665,874	626,321	589,105	670,326	657,307	(13,020)	-2.21%
EXPENSES										
01155200	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 includes funding for disaster recovery services.	49,616	55,927	54,523	48,000	45,000	(3,000)	-6.25%
01155200	530400	Information Technology Services	Provides for outside application development and professional services for special projects.	10,375	9,000	1,000	10,000	10,000	-	0.00%
01155200	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)	2,370	-	3,400	5,000	5,000	-	0.00%
01155200	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.	193,168	228,224	257,746	254,000	270,000	16,000	6.30%
01155200	534010	Postage	Mail	23	3	64	100	100	-	0.00%

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Org	Object	Account # 01-155 Account Title	Explanation	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
01155200	534020	Telephone	Provides for phone lines for all extensions on the Town's new VoIP system, except for those in MLP and DPW. Also provides for high-speed internet access for all PCs on the Town's network, cell phones for staff of the IT Dept., and copper land lines for Town Hall and the new Tolles Parsons Building	13,168	34,331	25,545	30,500	30,500	-	0.00%
01155200	534035	Advertising		221	-	-	-	-	-	0.00%
01155200	534090	Other Communications	Maintenance/usage fees and supplies for the Town's fiber optic data and phone networks.	11,188	7,196	254	8,000	8,000	-	0.00%
01155200	542040	Paper & Stationary	Maintenance and supplies for the Town's fiber optic computer and phone networks.	-	18	321	500	500	-	0.00%
01155200	542090	Other General Supplies	This amount covers the cost of other supplies such as printer cartridges, plotter supplies, etc.	895	3,270	3,320	4,000	4,000	-	0.00%
01155200	553060	Computer Supplies	For scheduled maintenance, upgrades, and replacement of over 300 PCs and close to 100 shared printers/scanners on the Town's network.	(142)	32,948	43,341	30,000	42,000	12,000	40.00%
01155200	571010	Travel - Mileage	Reimburse staff for use of personal vehicles as needed.	752	1,035	130	1,500	1,500	-	0.00%
01155200	571120	Conf/Mtgs - Professional & Administration Staff	Registration, travel, and accommodations for IT/GIS conferences (e.g. MMA Annual Conference, NortheastArc User Group, MUNIS / Tyler Connect).	4,511	1,001	366	4,000	4,000	-	0.00%
01155200	573020	Dues - Professional Staff	Dues for IT/GIS professional organizations.	175	60	160	150	150	-	0.00%
	570000	Other Charges & Expenses		-	3,472	-	-	-	-	0.00%
			EXPENSES SUBTOTAL	286,318	376,485	390,171	395,750	420,750	25,000	6.32%
REIMBURSEMENTS										
01155600		Enterprise Transfers	* See note below.	(272,736)	(275,381)	(286,546)	(293,709)	(299,583)	(5,874)	2.00%
			DEPARTMENT TOTAL, GROSS	952,192	1,002,806	979,276	1,066,076	1,078,057	11,980	1.12%
			DEPARTMENT TOTAL, NET OF REIMBURSEMENTS (Tax Impact)	\$ 679,456	\$ 727,425	\$ 692,730	\$ 772,367	\$ 778,474	\$ 6,106	0.79%

Information Technology Department Operating Request

Org	Object	Account # 01-155 Account Title	Explanation	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
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*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. This budget assumes a 2.0 % increase over the FY18 reimbursement amount, consistent with the Board of Selectmen's guidelines for most Town Departments and the gross variance for the IT Department budget from FY18.

Information Technology Department Operating Request

Job Title Employee Name	FY19 RATE REQUEST***			
	FY18 Rate as of 6/30/2018	Group - Step	FY19 Starting Rate 7/1/2018	Total Budget Request
Director Brian DuPont	\$ 1,985.13	61	\$ 1,985.13	103,227
Assistant Director Jane Gates	\$ 1,790.06	58	\$ 1,790.06	93,083
Network Manager Vernon Ng	\$ 1,808.13	57	\$ 1,808.13	94,023
Enterprise Applications Manager VACANT	\$ 1,634.61	57	\$ 1,634.61	85,000
GIS Manager Christine Narayana	\$ 1,469.56	57	\$ 1,469.56	76,417
GIS Administrator Michael Thompson	\$ 1,259.83	55	\$ 1,259.83	65,511
Systems Administrator Kerisa MacDonald	\$ 1,336.54	55	\$ 1,336.54	69,500
Desktop Administrator Charlie Whittall	\$ 1,356.65	54	\$ 1,356.65	70,546
Temporary Help				-
			Total Salary \$	657,307