

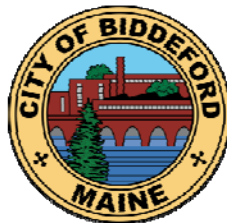
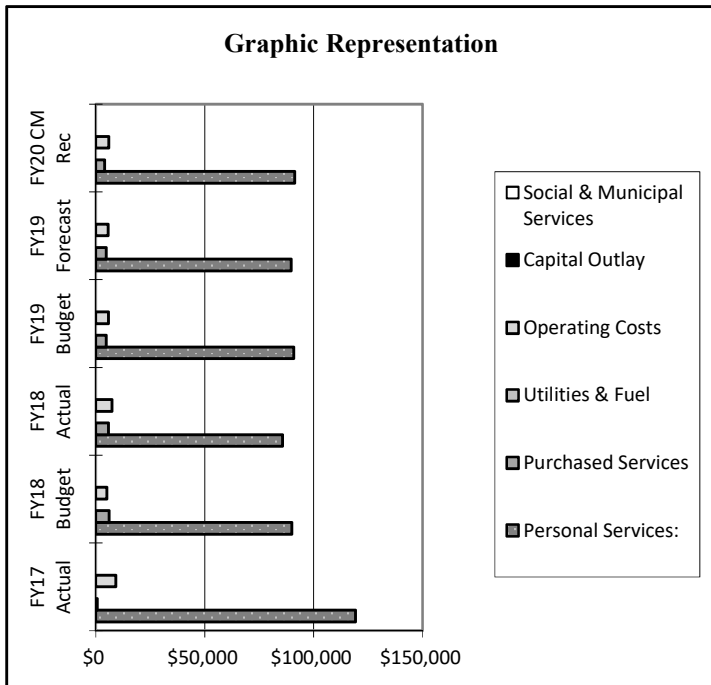
City of Biddeford, Maine

FY2020

Budget: Computer Services

Account Number: 21107

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$119,254	\$89,924	\$85,631	\$90,886	\$52,918	\$91,276	\$91,226
Purchased Services	\$696	\$6,000	\$5,812	\$4,750	\$1,581	\$4,000	\$4,000
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$9,210	\$5,000	\$7,394	\$5,750	\$3,397	\$5,950	\$79,150
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$129,160	\$100,924	\$98,838	\$101,386	\$57,897	\$101,226	\$174,376



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$7,447
Workers Comp	\$301
Health Insurance	\$21,566
Retirement	\$5,510
Unemployment	\$57
Other Insurance	\$1,081
Total Fringe Benefit Impact	\$35,963
# of Full Time Employees	1.00

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$90,886	\$91,226	\$340	0.4%
Purchased Services	\$4,750	\$4,000	-\$750	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$5,750	\$79,150	\$73,400	1276.5%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$101,386	\$174,376	\$72,990	72.0%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$81,935	\$84,149	\$85,125	\$85,441	\$50,492	\$88,446	\$88,446
60102	Mid Mgmt Hrly Employee Wage Ex	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$6,222	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$4,909	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Exp	\$19,863	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$28	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$260	\$0	\$0	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$558	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$4,434	\$3,800	\$0	\$3,500	\$499	\$2,100	\$2,100
60252	Travel/Mileage Expense	\$219	\$875	\$377	\$545	\$1,000	\$580	\$580
60253	Food/Lodging Expense	\$726	\$950	\$29	\$1,250	\$928		
60256	Dues/Memberships Expense	\$100	\$150	\$100	\$150	\$0	\$150	\$100
Totals		\$119,254	\$89,924	\$85,631	\$90,886	\$52,918	\$91,276	\$91,226

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60305	Computer Support/Service Exp	\$696	\$6,000	\$5,812	\$4,750	\$1,581	\$4,000	\$4,000
Totals		\$696	\$6,000	\$5,812	\$4,750	\$1,581	\$4,000	\$4,000

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/31/19	FY20	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$6,375	\$4,400	\$6,040	\$4,200	\$2,693	\$4,550	\$4,550
60500	Admin/Office Supp/Eqt Non-Cap	\$2,419	\$300	\$557	\$300	\$287	\$300	\$300
60501	Operating Supp/Eqt Non-Cap	\$417	\$300	\$796	\$1,250	\$417	\$1,100	\$74,300
Totals		\$9,210	\$5,000	\$7,394	\$5,750	\$3,397	\$5,950	\$79,150

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2020 BUDGET

DEPARTMENT: 21107 Computer Services

CLASSIFICATION	EMP #	FTE	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	LAST NAME
			ANNUALIZED				
SYSTEM ADMINISTRATOR	28895	1.00	88,106.72	88,445.59	88,445.59		GERLACH
TOTAL BUDGETED POSITIONS		1.00	88,106.72	88,445.59	88,445.59		



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Dept Manager Salary Exp

Department Number: 21107

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$81,935.27	\$84,149.00	\$85,125.11	\$85,441.00	\$87,041.69

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$88,445.59	\$88,445.59		\$3,004.59

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Base salary for IT Director position



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Conferences/Training Expense

Department Number: 21107

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$4,433.69	\$3,800.00	\$0.00	\$3,500.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$2,100.00	\$2,100.00		(\$1,400.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



<u>Conferences</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
Midsized Enterprise Summit	1	\$350.00	\$350.00
Misc Training	1	\$500.00	\$500.00
<u>Meals/Lodging</u>			
Munis/Tyler	1	\$1,125.00	\$1,125.00
Midsized Enterprise Summit	1	\$125.00	\$125.00
			\$2,100.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Travel/Mileage Expense

Department Number: 21107

Account Number: 60252

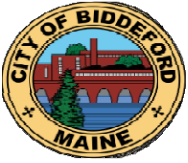
FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$218.90	\$875.00	\$376.70	\$545.00	\$500.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$580.00	\$580.00		\$35.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



<u>Description</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
Mileage/Travel	1,000	\$0.580	\$580.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Food/Lodging Expense

Department Number: 21107

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$726.00	\$950.00	\$29.49	\$1,250.00	\$950.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	#REF!	#REF!		#REF!

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Moved to 60251



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Dues/Memberships Expense

Department Number: 21107

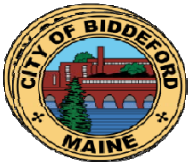
Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$100.00	\$150.00	\$100.00	\$150.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$100.00		(\$50.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
GMIS Membership	1	\$75.00	\$75.00
MMA Membership	1	\$75.00	\$75.00
	-	\$0.00	\$0.00
			\$150.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Computer Support/Service Exp

Department Number: 21107

Account Number: 60305

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$696.25	\$6,000.00	\$5,812.45	\$4,750.00	\$4,750.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$4,000.00		(\$750.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

This is a contingency line for outside support expenses. An expert in a specific field may be called in to work on an issue. This contingency also covers firewall and router changes. Due to the nature of unexpected issues the full budget amount is listed as expended under "FY2019 Est. Expended".

Past expenses are detailed below for comparison purposes

FY2013 Actual	\$4,645.55
FY2014 Actual	\$3,703.75
FY2015 Actual	\$5,320.75
FY2016 Actual	\$1,847.25
FY2017 Actual	\$696.25
FY2018 Actual	\$5,812.45
 Average	 \$3,671.00
Median	\$4,174.65
Maximum	\$5,812.45



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Operating Equip Repair Exp

Department Number: 21107

Account Number: 60452

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$6,374.51	\$4,400.00	\$6,040.09	\$4,200.00	\$4,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,550.00	\$4,550.00		\$350.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

This is a contingency line for repair or replacement of out-of-warranty computer equipment
Due to the nature of unexpected issues the full budget amount is listed as expended under "FY2018 Est. Expended".

Past expenses are detailed below for comparison purposes

FY2013 Actual	\$4,159.50
FY2014 Actual	\$2,641.63
FY2015 Actual	\$4,943.24
FY2016 Actual	\$3,490.27
FY2017 Actual	\$6,374.51
FY2018 Actual	\$6,040.09
Average	\$4,608.21
Median	\$4,551.37
Maximum	\$6,374.51



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Admin/Office Supp/Eqt Non-Cap

Department Number: 21107

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$2,418.78	\$300.00	\$557.47	\$300.00	\$300.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$300.00	\$300.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
General administrative office supplies (pens, notepads, media, etc)	1 \$	300.00 \$	300.00

Past expenses are detailed below for comparison purposes

FY2013 Actual	\$1,577.32
FY2014 Actual	\$1,202.30
FY2015 Actual	\$1,956.59
FY2016 Actual	\$1,004.10
FY2017 Actual	\$2,418.78
FY2018 Actual	\$557.47
Average	\$1,452.76
Median	\$1,389.81
Maximum	\$2,418.78



Fiscal Year 2020 Budget Request

February 27, 2019

Department: Computer Services

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21107

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$417.04	\$300.00	\$796.32	\$1,250.00	\$1,100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,100.00	\$74,300.00		\$73,050.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

<u>Desc</u>	<u>Unit</u>	<u>Unit Rate</u>	<u>Subtotal</u>
IT Director Home Internet (systems access)	12	\$50.00	\$600.00
Operating supplies (cables, cases, memory, etc)	1	\$500.00	\$500.00
			\$1,100.00
<i>Moved from 21110 (Codes Computer Replacement)</i>			\$2,600.00
<i>Moved from 21146 (PD Computer Replacement)</i>			\$5,600.00
<i>Moved from 21141 (Fire Computer Replacement)</i>			\$5,000.00
<i>Subtotal</i>			\$14,300.00
<i>Computer Replacement for other departments</i>			\$60,000.00
<i>Total Budget Amount</i>			\$74,300.00

Moving toward having all Computer Replacements being centralized to allow for better use of our limited resources