

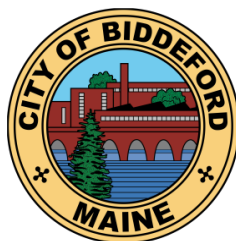
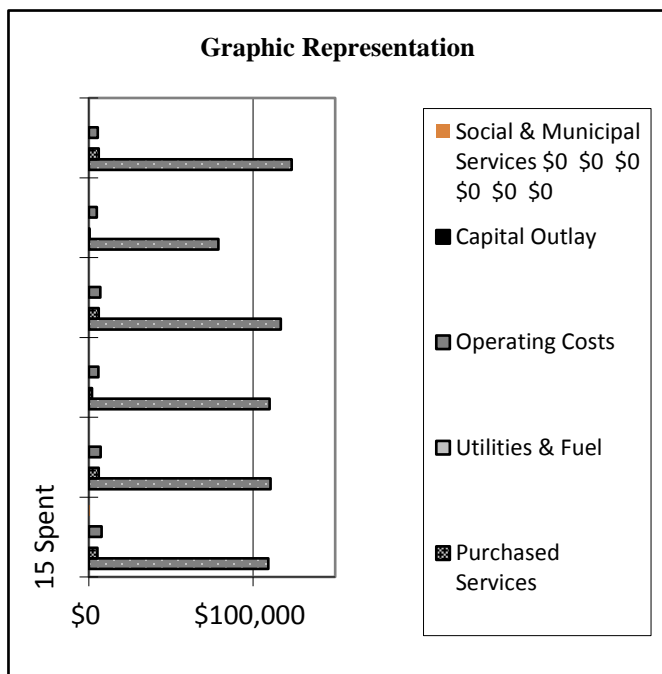
City of Biddeford, Maine

FY2018

Budget: Computer Services

Account Number: 21107

	FY15	FY16	FY16	FY17	FY17	FY2018		
	Spent	Budget	Spent	Budget	Yr to Date Spent thru 3/1/2017	Dept Head	Manager's Rec	City Council Rec
Personnel Services:	\$109,336	\$110,666	\$110,096	\$116,943	\$78,919	\$123,603	\$89,924	
Purchased Services	\$5,321	\$6,000	\$1,847	\$6,000	\$346	\$6,000	\$6,000	
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Operating Costs	\$7,717	\$7,145	\$5,912	\$6,895	\$4,826	\$5,450	\$5,000	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTALS:	\$122,373	\$123,811	\$117,856	\$129,838	\$84,091	\$135,053	\$100,924	\$0



Total Fringe Benefit Impact

FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$6,990
Workers Comp	\$343
Health Insurance	\$20,803
Retirement	\$7,544
Unemployment	\$84
Other Insurance	\$399
# of Full Time Employees	1.00
Total Fringe Benefit Impact	\$36,163

	FY17 Budget	FY18 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$116,943	\$89,924	-\$27,019	\$0
Purchased Services	\$6,000	\$6,000	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$6,895	\$5,000	-\$1,895	\$0
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$129,838	\$100,924	-\$28,914	-22.3%

FY2018 Personnel Services

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$78,007	\$79,863	\$79,882	\$80,353	\$53,146	\$84,149	\$84,149
60102	Mid Mgmt Hrly Employee Wag	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60201	FICA/Medicare-ER Share Exp	\$5,852	\$6,415	\$6,031	\$6,516	\$4,053	\$6,614	\$0
60202	MPERS-Employer Share Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$3,900	\$3,993	\$4,299	\$3,776	\$3,189	\$4,894	\$0
60210	HPHC Ins Employer Share Exp	\$21,224	\$19,763	\$19,397	\$19,194	\$12,764	\$21,029	\$0
60212	S-T Disability ER Share Exp	\$26	\$28	\$27	\$30	\$18	\$30	\$0
60213	L-T Disability ER Share Exp	\$182	\$254	\$223	\$289	\$170	\$294	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$0	\$270	\$780	\$0
60251	Conferences/Training Expense	\$70	\$75	\$0	\$5,495	\$4,364	\$3,800	\$3,800
60252	Travel/Mileage Expense	\$0	\$200	\$63	\$1,140	\$219	\$901	\$875
60253	Food/Lodging Expense	\$0	\$0	\$0	\$0	\$726	\$964	\$950
60256	Dues/Memberships Expense	\$75	\$75	\$175	\$150	\$0	\$150	\$150
Totals		\$109,336	\$110,666	\$110,096	\$116,943	\$78,919	\$123,603	\$89,924

FY2018 Purchased Services

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60305	Computer Support/Service Exp	\$5,321	\$6,000	\$1,847	\$6,000	\$346	\$6,000	\$6,000
Totals		\$5,321	\$6,000	\$1,847	\$6,000	\$346	\$6,000	\$6,000

FY2018 Other Operating Costs

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60452	Operating Equip Repair Exp	\$4,943	\$5,000	\$3,490	\$4,850	\$2,605	\$4,850	\$4,400
60500	Admin/Office Supp/Eqt Non-Cap	\$1,957	\$1,600	\$1,004	\$1,500	\$1,881	\$300	\$300
60501	Operating Supp/Eqt Non-Cap	\$817	\$545	\$1,418	\$545	\$340	\$300	\$300
Totals		\$7,717	\$7,145	\$5,912	\$6,895	\$4,826	\$5,450	\$5,000

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2018 BUDGET

DEPARTMENT: 21107 Computer Services

CLASSIFICATION	RANGE	POSITION	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	NAME
			ANNUALIZED TOTAL				
System Administrator		1	83,826.17	84,148.58	84,148.58		GERALD GERLACH

TOTAL BUDGETED POSITIONS		1	83,826.17	84,148.58	84,148.58	0.00	
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Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: Dept Manager Salary Exp

Department Number: 21107

Account Number: 60101

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$78,006.68	\$79,863.00	\$79,881.67	\$80,353.00	\$83,826.17

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$84,148.58	\$84,148.58		\$3,795.58

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.

2016 Reorganization Plan categorizes this position as mid management rather than dept head.
See Object 60102 for salary information.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21107

Account Number: 60102

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$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.

2016 Reorganization Plan categorizes this position as mid management rather than dept head. This position, Greg Copeland, was moved to GIS 100%.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21107

Account Number: 60201

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$5,852.04	\$6,415.00	\$6,031.27	\$6,516.00	\$6,105.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,613.60	\$6,989.85		\$473.85

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.

Based on payroll spreadsheet provided by Finance Department



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: MPERS-Employer Share Exp

Department Number: 21107

Account Number: 60202

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$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.

Not applicable



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: 457 Plan-Employer Share Exp

Department Number: 21107

Account Number: 60203

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$3,900.36	\$3,993.00	\$4,298.96	\$3,776.00	\$4,801.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,893.53	\$7,544.36		\$3,768.36

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.

Based on Payroll Spreadsheets provided by Finance Department



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: HPHC Ins Employer Share Exp

Department Number: 21107

Account Number: 60210

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$21,223.61	\$19,763.00	\$19,396.91	\$19,194.00	\$19,473.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$21,029.32	\$20,803.00		\$1,609.00

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.

Based on Payroll Spreadsheets provided by Finance Department



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: S-T Disability ER Share Exp

Department Number: 21107

Account Number: 60212

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$26.27	\$28.00	\$26.79	\$30.00	\$28.38

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$30.00	\$30.00		\$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.

Based on Payroll Spadsheet provided by Finance Department



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: L-T Disability ER Share Exp

Department Number: 21107

Account Number: 60213

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$181.66	\$254.00	\$223.12	\$289.00	\$266.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$293.63	\$301.80		\$12.80

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.

Based on payroll spreadsheet provided by Finance Department



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: Delta Dental ER Share

Department Number: 21107

Account Number: 60216

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$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.

Not applicable



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: RHSA Plan ER Share

Department Number: 21107

Account Number: 60217

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$528.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$780.00	\$780.00		\$780.00

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.

Based on Payroll Spreadsheets provided by Finance Department
 RHSA Program enacted in November 2016
 FY2018 Budget reflects full year expense



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: Conferences/Training Expense

Department Number: 21107

Account Number: 60251

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$70.00	\$75.00	\$0.00	\$5,495.00	\$4,634.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,800.00	\$3,800.00		(\$1,695.00)

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.

Exchange 2016 advanced support training	1	\$	3,150.00	\$	3,150.00
Attendance at GMIS International Conference (Government Management Information Systems)					
Conference Registration (South Carolina)	1	\$	650.00	\$	650.00
				\$	3,800.00



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: Travel/Mileage Expense

Department Number: 21107

Account Number: 60252

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$200.00	\$62.77	\$1,140.00	\$219.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$900.63	\$875.00		(\$265.00)

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.

General mileage to/from Biddeford/Augusta	375	\$	0.535	\$	200.63
Airfare (GMIS Conference)	1	\$	495.00	\$	495.00
Rental Car	1	\$	205.00	\$	205.00
				\$	900.63



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: Food/Lodging Expense

Department Number: 21107

Account Number: 60253

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$726.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$964.00	\$950.00		\$950.00

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.

FY 2017 Food & Lodging expense included in FY2017 60251 budget request.

Annual GMIS Conference (8/20-8/23)

Meal Days	4	\$	70.00	\$	280.00
Hotel (Gov Rate)	4	\$	151.00	\$	604.00
Incidental Training Meals	4	\$	20.00	\$	80.00
				\$	964.00



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: Dues/Memberships Expense

Department Number: 21107

Account Number: 60256

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$75.00	\$75.00	\$175.00	\$150.00	\$150.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$150.00	\$150.00		\$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.

GMIS Membership	1	\$	75.00	\$	75.00
MMA Membership	1	\$	75.00	\$	75.00
				\$	150.00



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: Computer Support/Service Exp

Department Number: 21107

Account Number: 60305

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$5,320.75	\$6,000.00	\$1,847.25	\$6,000.00	\$6,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,000.00	\$6,000.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible
 Outside support fees when an expert in a specific field is called in to work on an issue. Also all Firewall,
 and router changes are handled with outside support.



This is a contingency line for outside support expenses an expert in a specific field is called in to work on an issue.
 This contingency also covers firewall and router changes.

Past expenses have ranged from \$1,847.25 (FY2016) to \$6,015.25 (2012).

FY2012 Actual	\$	6,015.25
FY2013 Actual	\$	4,645.55
FY2014 Actual	\$	3,703.75
FY2015 Actual	\$	5,320.75
FY2016 Actual	\$	1,847.25
Average	\$	4,306.51
Median	\$	4,645.55
Max	\$	6,015.25



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: Operating Equip Repair Exp

Department Number: 21107

Account Number: 60452

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$4,943.24	\$5,000.00	\$3,490.27	\$4,850.00	\$4,850.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,850.00	\$4,400.00		(\$450.00)

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.

Past expenses have ranged from \$1,701.16 (FY2012) to \$4,943.24 (20152).

FY2012 Actual	\$	1,701.67
FY2013 Actual	\$	4,159.50
FY2014 Actual	\$	2,641.63
FY2015 Actual	\$	4,943.24
FY2016 Actual	\$	3,490.27
Average	\$	3,387.26
Median	\$	3,490.27
Max	\$	4,943.24



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

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

Department Number: 21107

Account Number: 60500

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$1,956.59	\$1,600.00	\$1,004.10	\$1,500.00	\$1,880.72

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 300.00	\$300.00		(\$1,200.00)

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.

General admin office and printer supplies	1	\$	300.00	\$	300.00
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Fiscal Year 2018 Budget Request

April 14, 2017

Department: Computer Services

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21107

Account Number: 60501

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$816.68	\$545.00	\$1,417.82	\$545.00	\$545.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 300.00	\$300.00		(\$245.00)

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.

Miscellaneous operating office supplies	1	\$	300.00	\$	300.00
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Obj	FY17 Budget	FY17 Prj EOY	FY18 Dept	
60101	\$ 80,353	\$ 83,826	\$ 84,149	3795.581
60102				
60201	\$ 6,516	\$ 6,105	\$ 6,614	97.6
60202	\$ -	\$ -	\$ -	0
60210	\$ 19,194	\$ 19,473	\$ 21,029	1835.32
60212	\$ 30	\$ 28	\$ 30	0
60213	\$ 289	\$ 266	\$ 294	4.63
60216	\$ -	\$ -	\$ -	0
60217	\$ -	\$ 528	\$ 780	780
60230				0
60251	\$ 5,495	\$ 4,634	\$ 3,800	-1695
60252	\$ 1,140	\$ 219	\$ 901	-239.37
60252	\$ -	\$ 726	\$ 964	964
60256	\$ 150	\$ 150	\$ 150	0
60305	\$ 6,000	\$ 6,000	\$ 6,000	0
60452	\$ 4,850	\$ 4,850	\$ 4,850	0
60500	\$ 1,500	\$ 1,881	\$ 300	-1200
60501	\$ 545	\$ 545	\$ 300	-245

\$126,062.00	\$ 129,231	\$130,159.76
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