

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DATA PROCESSING			DIVISION: FINANCE OFFICE		
	FY12 ACTUAL	FY13 ACTUAL	FY14 BUDGET	FY15 REQUEST	TA RECMD
SALARIES	13744	14579.64	14579.64	\$15,168.96	
EXPENSES	79196	89607.86	89741	99,110.00	
TOTALS	92940	104187.5	104320.64	114278.96	
BUDGET COMMENTS:					

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET	FORM #2 BUDGET NARRATIVE
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DEPARTMENT: DATA PROCESSING	DIVISION: FINANCE OFFICE
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DESCRIPTION OF FUNCTION OR ACTIVITY
Please describe the overall mission or purpose of your department.

Responsible for the day to day overall operation of the town data processing system.

Vision Appraisal, Munis Financial (see form 4 for a list of programs), e-mail, town web site, GIS system.

Administration includes all hardware and software.

STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2015
Please describe your goals and initiatives for FY2015 and how these translate to expenses.

Continue to improve the overall function and security of the town system.

FUNDING PLAN
Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.

PERFORMANCE ACCOMPLISHMENTS
Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.

* Attach additional sheets as necessary

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TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST

DATA PROCESSING SALARY				

SALARIES				

0115551 510200 SALARY DEPARTMENT HEAD	12,246.00	12,653.10	12,405.00	<u>12,906</u>
0115551 510500 ASSISTANT SALARY	2,146.76	2,217.00	2,174.64	<u>2,263</u>
0115551 510550 WAGES OVERTIME	.00	.00	.00	<u> </u>
0115551 510600 LONGEVITY	.00	.00	.00	<u> </u>
TOTAL DATA PROCESSING SALARY	14,392.76	14,870.10	14,579.64	<u>15,169</u>

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TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST

DATA PROCESSING EXPENSE				

EXPENSES				

0115552 520810 MAINTENANCE FOR HARDWARE	3,780.00	3,591.00	3,780.00	<u>4020</u>
0115552 520820 MAINTENANCE FOR SOFTWARE	60,522.56	69,417.46	77,761.00	<u>85,890</u>
0115552 530000 CONSULTING SERVICES	475.00	3,825.00	2,000.00	<u>2,000</u>
0115552 540400 SUPPLIES & EXPENSES	19,239.01	8,757.77	3,000.00	<u>4,000</u>
0115552 540710 MEETINGS	270.01	.00	2,200.00	<u>2,200</u>
0115552 540850 EQUIPMENT REPAIRS & SUPPLIES	5,321.28	7,864.12	1,000.00	<u>1,000</u>
TOTAL DATA PROCESSING EXPENSE	89,607.86	93,455.35	89,741.00	_____

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: DATA PROCESSING		DIVISION: FINANCE OFFICE	
CODE	DESCRIPTION	BUDGET REQUEST	
0115552-520810	MAINTENANCE FOR HARDWARE HP8000 HP4000 HP815N HP2820 HPP3015 X 3	4,020.00	
0115552-520820	MAINTENANCE FOR SOFTWARE **YEAR2 OF A 3 YEAR CONTRACT** MUNIS ASP 46230 Munis Applications (see attached) Software support GUI support OSDBA/ASP support Informix Support Disaster Recovery	85,890.00	
	CARTOGRAPHICS Query Manager online annual hosting 1800 Query Manager online staff login annual hosting 900 Public Works desktop GIS extension (PWIM) annual support 500 ESRI ArcGIS desktop basic software annual support 400 (paid directly to ESRI)	3,600.00	
	VISION APPRAISAL 5325 includes \$125 annual static database update		
	VERIZON Internet Access 1800		
	GETFUSED e-mail hosting 1500 \$125/month		
	VIRTUAL TOWN HALL 2925 web hosting		
	McAFEE 2466 SPAM blocker & e-mail archiving		
	MX CONSULTING 22044 remote monitoring 4740 town server annual maintenance 4500 fire dept firewall 2100 fire dept server maintenance 2100 offsite back-up storage 3564 anti-virus & licensing 5040		
0115552-530000	CONSULTING SERVICES	2,000.00	
0115552-540400	SUPPLIES/EXPENSES	4,000.00	
0115552-540710	MEETINGS/TRAINING Staff training and annual Munis & Vision Conference	2,200.00	
0115552-540850	EQUIPMENT REPAIR/SUPPLIES	1,000.00	
		102,710.00	

TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET

FORM #5 EQUIPMENT DETAIL

DEPARTMENT: DATA PROCESSING

DIVISION: FINANCE OFFICE

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
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TOWN OF MILLIS
 FISCAL YEAR 2015 BUDGET

PERSONNEL SUMMARY

1	2	3	4	5	6	7	8	9	10	11	12
NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/YR/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
LAPLANT, K	SYSTEMS ADMIN	\$ 12,906				7/1	12 @ 1075.5	\$12,906			\$12,906
MORIN L	ASSISTANT	\$ 2,263				7/1	12 @ 188.58	\$2,263			\$2,263
DATA PROCESSING											
SUBTOTAL/TOTAL		\$ 15,169						\$15,169	\$0	\$0	\$15,169

\$15,168.96

TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET

FORM #7
CAPITAL BUDGET AND MISCELLANEOUS
ARTICLE REQUESTS

DEPARTMENT: DATA PROCESSING
DIVISION: FINANCE OFFICE
REQUEST PRIORITY #:

PROJECT TITLE:

LOCATION:

JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation)

PROJECTED START DATE:
ESTIMATED USEFUL LIFE:
COST:

- A. DESIGN
- B. LAND ACQUISITION
- C. CONSTRUCTION
- D. INSPECTION
- E. EQUIPMENT
- TOTAL

ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?

IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS

WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?