

# 2023 Town Administrator Proposal

## Town of Durham

|   |  | 1              | 2              | 3              | 4              | 5               | 6          | 7          | 8            | 9            |
|---|--|----------------|----------------|----------------|----------------|-----------------|------------|------------|--------------|--------------|
|   |  | 2019           | 2020           | 2021           | 2022           | 2022            | 2023       | 2023       | \$ CHANGE    | % CHANGE     |
|   |  | EXPENDED       | EXPENDED       | EXPENDED       | APPROPRIATION  | EXPENDED        | DEPT HEAD  | TOWN ADMIN | 2022 VS 2023 | 2022 VS 2023 |
|   |  |                |                |                |                | AS OF 9/30/2022 | PROPOSED   | PROPOSED   |              |              |
|   |  | As of Year End | As of Year End | As of Year End | As of December | As of September |            |            |              |              |
| <b>M.I.S</b>  |  |                |                |                |                |                 |            |            |              |              |
| 01-4199-303-01-010  | F-T Wages - M.I.S.                           | 95,187.66      | 97,715.48      | 99,262.49      | 143,300.00     | 77,357.44       | 172,200.00 | 172,200.00 | 28,900.00    | 20%          |
| 01-4199-303-01-020  | P-T Wages - M.I.S.                           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00            | 0.00       | 0.00       | 0.00         |              |
| 01-4199-303-01-090  | Ins Buy-out (wages) - M.I.S.                 | 12,526.80      | 12,370.67      | 12,617.02      | 14,300.00      | 10,022.07       | 15,000.00  | 15,000.00  | 700.00       | 5%           |
| 01-4199-303-01-910  | Wage Accrual - M.I.S.                        | 426.45         | 791.67         | 936.09         | 0.00           | -18,303.22      | 0.00       | 0.00       | 0.00         |              |
| 01-4199-303-02-310  | Soc Sec - M.I.S.                             | 6,704.76       | 6,874.44       | 6,994.59       | 9,800.00       | 5,152.85        | 11,600.00  | 11,600.00  | 1,800.00     | 18%          |
| 01-4199-303-02-320  | Medicare - M.I.S.                            | 1,568.05       | 1,607.72       | 1,635.77       | 2,300.00       | 1,205.11        | 2,700.00   | 2,700.00   | 400.00       | 17%          |
| 01-4199-303-02-330  | Retirement - M.I.S.                          | 10,734.15      | 10,961.99      | 12,745.04      | 20,100.00      | 10,345.37       | 23,800.00  | 23,800.00  | 3,700.00     | 18%          |
| 01-4199-303-03-610  | Health & Dental - M.I.S.                     | 0.00           | 0.00           | 0.00           | 24,100.00      | 0.00            | 24,900.00  | 24,500.00  | 400.00       | 2%           |
| 01-4199-303-03-630  | Life - M.I.S.                                | 132.00         | 123.00         | 114.00         | 200.00         | 95.00           | 200.00     | 200.00     | 0.00         |              |
| 01-4199-303-03-640  | STD - M.I.S.                                 | 537.89         | 559.74         | 550.56         | 800.00         | 471.52          | 800.00     | 800.00     | 0.00         |              |
| 01-4199-303-04-010  | S.U.T.A. - M.I.S.                            | 44.00          | 0.00           | 20.00          | 100.00         | 50.00           | 100.00     | 100.00     | 0.00         |              |
| 01-4199-303-04-020  | Workers Comp - M.I.S.                        | 184.00         | 200.00         | 130.00         | 200.00         | 200.00          | 200.00     | 200.00     | 0.00         |              |
| 01-4199-303-18-000  | Cell Phones - M.I.S.                         | 1,031.52       | 637.46         | 659.39         | 1,600.00       | 730.20          | 1,000.00   | 1,000.00   | -600.00      | -38%         |
| <i>Narrative for Column # 6</i>   |  |                |                |                |                |                 |            |            |              |              |
| 1 data plan plus 1 device   |  |                |                |                |                |                 |            |            |              |              |
| 01-4199-303-24-000  | Software Support / Maint Agreements - M.I.S. | 111,247.63     | 102,768.54     | 115,831.75     | 119,300.00     | 121,443.80      | 139,600.00 | 139,600.00 | 20,300.00    | 17%          |
| <i>Narrative for Column # 6</i>   |  |                |                |                |                |                 |            |            |              |              |
| Maintenance costs paid to individual software and hardware vendors. These costs are determined by the vendor independently and often tied to maintenance agreements. Paying for maintenance ensures upgrades, replacement, and patches of line-of-business software.  |  |                |                |                |                |                 |            |            |              |              |
| Includes: TriTech Perform (Police), SportsMan SQL (P&R), Vision w/Web Hosting (Assessing), Harris Computer a.k.a. Munismart (Finance, TC/TC, Code Enforcement), ESRI ArcGIS (Planning, Engineering), ClerkWorks by Interware (TC/TC), Panda Adaptive Defence 360, Barracuda 300Vx Spam & Virus Firewall instance, Website Maintenance and Support, and Online Training, Meraki Support (multiple licenses), Panorama9, Survey Monkey, Last Pass, Back Blaze, Adobe Acrobat (team license), Zendesk, Office 365. |  |                |                |                |                |                 |            |            |              |              |
| 01-4199-303-28-000  | Professional / Staff Dev - M.I.S.            | 1,368.40       | 929.88         | 865.94         | 1,200.00       | 563.94          | 1,140.00   | 1,140.00   | -60.00       | -5%          |
| <i>Narrative for Column # 6</i>   |  |                |                |                |                |                 |            |            |              |              |
| Training for internal MIS staff is a key factor in limiting the use of outside consulting for operations and initiatives. Certification provides validation that staff has the skill set needed to maintain the complex and ever-growing use.   |  |                |                |                |                |                 |            |            |              |              |
| 01-4199-303-29-000  | Membership Dues - M.I.S.                     | 125.88         | 1,764.00       | 0.00           | 0.00           | 0.00            | 0.00       | 0.00       | 0.00         |              |
| 01-4199-303-34-000  | Cyber Security / Security - M.I.S.           | 0.00           | 0.00           | 0.00           | 10,000.00      | 0.00            | 0.00       | 0.00       | -10,000.00   | -100%        |
| 01-4199-303-35-000  | Work Study (nonpayroll wages) - M.I.S.       | 0.00           | 0.00           | 0.00           | 0.00           | 0.00            | 0.00       | 0.00       | 0.00         |              |
| 01-4199-303-36-000  | Contracted Services - M.I.S.                 | 1,440.00       | 79.00          | 0.00           | 0.00           | 0.00            | 0.00       | 0.00       | 0.00         |              |
| 01-4199-303-52-000  | Equip Maint (Other Than Office) - M.I.S.     | 33,673.49      | 32,156.55      | 32,802.55      | 34,500.00      | 25,997.01       | 34,800.00  | 34,800.00  | 300.00       | 1%           |
| <i>Narrative for Column # 6</i>   |  |                |                |                |                |                 |            |            |              |              |
| Cost of VoIP service and equipment from First Light. Funding to enhance, extend, and maintain the Town's core IT infrastructure. This includes configuration, installation and maintenance of key storage, server, network and desktop technologies. This also covers the cost of external technicians and per-incident support charges with non-contracted vendors.  |  |                |                |                |                |                 |            |            |              |              |
| 01-4199-303-89-000  | Miscellaneous - M.I.S.                       | 2,832.42       | 4,142.23       | 6,678.03       | 9,000.00       | 3,713.51        | 9,000.00   | 9,000.00   | 0.00         |              |
| <i>Narrative for Column # 6</i>   |  |                |                |                |                |                 |            |            |              |              |
| Miscellaneous support related expenses incurred through out the year. Examples of expenses include patch cables, shipping charges, scratch repair kits, computer components not under warranty, cleaning supplies, tools, adhesives, and computer peripherals added after installation.   |  |                |                |                |                |                 |            |            |              |              |

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|---|-------------------|-------------------|-------------------|-------------------|------------------------------------|-------------------|-------------------|------------------|--------------|
|   | EXPENDED          | EXPENDED          | EXPENDED          | APPROPRIATION     | EXPENDED                           | DEPT HEAD         | TOWN ADMIN        | \$ CHANGE        | % CHANGE     |
|   | As of Year End    | As of Year End    | As of Year End    | As of December    | AS OF 9/30/2022<br>As of September | PROPOSED          | PROPOSED          | 2022 VS 2023     | 2022 VS 2023 |
| <b>01-4199-303-90-005</b> Web Services - M.I.S.<br><i>Narrative for Column # 6</i><br>Costs associated with interconnecting Town buildings to each other and to the internet. Also covered are costs associated with the Town's website and external facing services. | 22,959.91         | 21,878.05         | 24,963.54         | 18,000.00         | 18,131.57                          | 20,530.00         | 20,530.00         | 2,530.00         | 14%          |
| <b>M.I.S Total</b>  | <b>302,725.01</b> | <b>295,560.42</b> | <b>316,806.76</b> | <b>408,800.00</b> | <b>257,176.17</b>                  | <b>457,570.00</b> | <b>457,170.00</b> | <b>48,370.00</b> | <b>12%</b>   |