FYE 2016 BUDGET RECEIVED	FYE 2017 BUDGET REQUEST
$541,082	$378,905

FREMONT COUNTY, WYOMING

BUDGET REQUEST PACKET
FISCAL YEAR 2016 - 2017

DEPARTMENT NAME
INFORMATION SUPPORT SERVICES

CHART OF ACCOUNT NUMBERS
100-9-1190

BUDGET VERSION
Final

PREPARED BY
Kevin J Shultz

PHONE NUMBER
307.332.1049

EMAIL
kevin.shultz@fremontcountywy.gov

BUDGET MESSAGE

DEPARTMENT
INFORMATION SUPPORT SERVICES

ANTICIPATED REVENUE STREAMS
- I do not anticipate any revenue streams beyond the trivial paper reimbursement that I would like to move out of ISS responsibility. Centralized purchasing is good, but centralized budget responsibility is not. If budget managers cannot associate a cost to a resource there is no motivation to change processes or behaviors. It also does not make sense to purchase large quantities of paper, toner, ink, etc. that will sit for extended time frame and in some cases may never be used. The bulk purchase savings is likely to be lost in waste. I would like to move responsibility for consumables and office supplies to departments.
- I would like to discuss a departmental charge-back system for IT services. Again - if services are perceived as "free" there is no motivation for budget managers, users and departments to make better decisions.

EXPENDITURE TRENDS
- The expenditures for ISS department should decline substantially, primarily from a reduction in staff due to increased automation and expanded use of cloud services.
- The reduction in staff is result of automation and move to cloud services. Cloud services also reduces the need to replace servers and related systems such as backup clients, SQL, operating system, etc.
- There is need to purchase some computing equipment as there are many over the rule-of-thumb target of 5-year life cycle.
- Other cost cuts will be realized from realignment of costs to corresponding departments. I have left copier expenses (paper and toner, I assume) and printer maintenance in my budget, but believe it should be removed and distributed to departments.
- If we do not take care of this in 2015-16 we should anticipate the need to purchase Microsoft Office software or an agreement to get the County into license compliance.

BUDGET CHANGES FROM LAST YEAR
- Removed all Caselle and Tyler (-$40,400) from my budget. This will become Treasurer and Clerk responsibility.
- Opted to fill only one of two ISS positions (-$100,000).
- Removed all except ISS supplies - paper, toner, maintenance should be distributed to user departments to give true sense of cost.
- Reduced all non-critical accounts.
- Capital Revolving increased by the cost of a management device, otherwise I believe we can survive the year without new capital items.
- New items include hosted Microsoft Exchange email (+$12,400), Microsoft Office to become legal (+$ and some technology service agreements that appear to have been in the 1690 budget. I moved them into my budget where I can monitor and regularly reassess their value.

FIVE YEAR PLAN

DEPARTMENT
INFORMATION SUPPORT SERVICES

1. SERVICE PRIORITIES
- Move services to the cloud to reduce dependency on the unpredictable local labor pool.
- Construct policies and procedures that support IT best practices,including standardization, print control and awareness, controlled hardware and software purchasing, etc.
- Continue to re-engineer networks - WAN/LAN/Wifi - to provide better and more affordable network services to satellite facilities.
- Establish a sensible and effective lifecycle maintenance plan for PCs and other hardware.
- Continue to automate tasks and simplify systems wherever possible.
- Open discussion for charge back system so budget managers and staff understand the value of ISS resources. If they start to understand there is a cost they may be more likely to weigh the importance of their request more carefully.
- Maintain redundant internet connections to support cloud initiatives.

2. EMPLOYEES and BENEFITS
- Cloud services and automation will reduce the number of ISS staff and the skill set required to operate and maintain County' systems, which will result in lower ISS salary and benefits costs. Considering a staff of one that will be augmented by contractor tech support.

3. FUNDING and REVENUE CHANGES
- Working with Elected Officials to reallocate budgets. Departments that use systems should pay for it so the budget manager can track funds and assess need, value, etc. This will tend to reduce the ISS budget and increase departmental budgets to offset.
- Budget responsibility for supplies and consumeables will be shifted out of ISS and to departments. Centralized purchasing is necessary to take advantage of economies of scale, but purchased by the user department so cost/benefit can be understood and cost/budget properly aligned.

4. MAINTENANCE or SECURITY ISSUES
- Cloud services will reduce the amount of information we are responsible to protect. It will also reduce the load in the server room to save utility costs.
- Security training sessions will be scheduled for staff to increase awareness and reduce the likelihood of accidental breach.
- A five year PC life cycle maintenance plan is being developed to address dated PCs.

CONTRACTUAL SERVICES - FYE 2017

DEPT: **INFORMATION SUPPORT SERVICES**

	Contractor	Description of Services	Amount
1.	Planet Technologies	County email hosting	$14,300
2.	TCInc	Tech support	$92,094
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	TOTAL CONTRACTUAL SERVICES (69214)		**$106,394**

SERVICE AGREEMENTS - FYE 2017

DEPT: INFORMATION SUPPORT SERVICES

	Organization	Description	Amount
1.	ISC	Cisco gear; phone system; paging system; software	$30,678
2.	Dell	Server maintenance	$2,400
3.	Fortinet	Firewall maintenance	$2,000
4.	Gruber Power	UPS maintenance	$3,200
5.	Dell NAS	Server warranty	$3,100
6.	Dell Backup	Server waranty/maintenance	$3,000
7.	Dell KACE	KACE warranty/maintenance	$3,500
8.	Capital Business Systems	Printer maintenance	$24,000
9.			
10.			
	TOTAL SERVICE AGREEMENTS (65234)		**$71,878**

DUES AND SUBSCRIPTIONS - FYE 2017

DEPT: INFORMATION SUPPORT SERVICES

	Organization	Description	Amount
1.	Wyoming.com	Email services	$180
2.	Wind Hosting	Domain renewal	$125
3.	Charter	Redundant internet connection - 100 Mbit	$1,680
4.	Symantec	Antivirus	$6,600
5.	GoToMeeting	Online conferencing	$41
6.			
7.			
8.			
9.			
10.			
	TOTAL DUES & SUBSCRIPTIONS (69250)		**$8,626**

CAPITAL ASSETS - FYE 2017

DEPT: INFORMATION SUPPORT SERVICES

DEPARTMENT PURCHASES (< $10,000)					
PRIORITY	**DESCRIPTION**	**PURCHASE TIME FRAME**	**ASSET TYPE**	**PURCHASE AMOUNT**	**ESTIMATED LIFE (YRS)**
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL - DEPARTMENT PURCHASES (< $10,000)				**$0**	

85001	LAND	$0
85002	BUILDINGS & IMPROVEMENTS	$0
85003	MACHINERY & EQUIPMENT	$0
85004	VEHICLES	$0
85005	OFFICE FURNITURE	$0
85006	COMPUTER SOFTWARE	$0
85008	INFRASTRUCTURE	$0
85010	LIBRARY BOOKS	$0

CAPITAL REVOLVING FUND PURCHASES ($10,000 or more)							
PRIORITY	**DESCRIPTION**	**PURCHASE TIME FRAME**	**ASSET TYPE**	**AUTHORIZED AMOUNT**	**ESTIMATED LIFE (YRS)**	**INTEREST RATE**	**EST FYE 2017 RENTAL AMT**
1.	PC Replacement - Systems older than 7 years	JUL-SEP 2016	MACHINERY & EQUIPMENT	$0	5	2.0%	$0
2.	Microsoft Office 2016	JUL-SEP 2016	COMPUTER SOFTWARE	$50,000	5	2.0%	$10,517
3.	NAS Server (purchased in FYE2016)	JUL-SEP 2016	MACHINERY & EQUIPMENT	$17,100	5	2.0%	$3,597
4.	Dell KACE System (purchased in FYE2016)	JUL-SEP 2016	MACHINERY & EQUIPMENT	$16,000	5	2.0%	$3,365
5.							
6.							
7.							
8.							
9.							
10.							
PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2017)							**$57,845**
TOTAL - CAPITAL REVOLVING FUND PURCHASES ($10,000 or more)				**$83,100**			**$75,324**

SALARY AND BENEFIT WORKSHEET - FYE 2017

DEPT: INFORMATION SUPPORT SERVICES   back to instructions

Select FT / PT / NO BENEFITS	% of wage in this Dept	Employee Name	Job Title	Select Salary Acct	FYE 2016 Annual Base Salary TOTAL all departments	FYE 2016 Annual Base Salary by % this Dept.	FYE 2017 Proposed Base Salary TOTAL all departments	FYE 2017 Proposed Base Salary by % this Dept	Social Security & Medicare	Select Workers Comp Code	Workers Comp	Select Wyoming Retirement Plan	Wyo Retirement	Health Insurance Waived?	Health Insurance	Total Employee Cost
FT	100.0%	SHULTZ, KEVIN	SUPERVISOR	C	$66,000	$66,000	$66,000	$66,000	$5,049	Hazard	$1,775	Civilian	$8,250		$8,658	$89,732
		TBD	TBD	C	$0	$0	$0	$0	$0	Hazard	$0	Civilian	$0			$0
						$0	$0	$0	$0		$0		$0			$0
						$0	$0	$0	$0		$0		$0			$0
		Sub Totals			$66,000	$66,000	$66,000	$66,000	$5,049		$1,775		$8,250		$8,658	$89,732
		OT Total						$0	$0		$0		$0		$0	$0
		Holiday Total						$0	$0		$0		$0		$0	$0
		Grand Total			$66,000	$66,000	$66,000	$66,000	$5,049		$1,776		$8,250		$8,658	$89,733

ELECTED OFFICIAL SALARIES	$0
DEPUTY SALARIES	$0
CLERK/DISPATCHER SALARIES	$66,000
SUPERVISOR/CLERICAL SALARIES	$0

CHART OF ACCOUNTS WORKSHEET - FYE 2017

DEPT: **INFORMATION SUPPORT SERVICES**   back to instructions

							FYE 2016 BUDGET COMPARISON	$197,234				

Account Number	Account Title	FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Budget	FYE 2016 Actual (thru Dec)	FYE 2016 Add'l Expected (Jan - Jun)	FYE 2016 Projected Actual	FYE 2017 Budget Request	Difference from FYE 2016	FYE 2017 Approved Budget	Notes
100-9-1190-48890	OTHER MISC REVENUES	$200	$80	$100	$150	$20	$0	$20		-$150		
100-9-1190-49650	TRANSFER FR HEALTH PLAN	$0	$0	$0	$0	$0	$0	$0		$0		
	REVENUE TOTALS:	**$200**	**$80**	**$100**	**$150**	**$20**	**$0**	**$20**	**$0**	**-$150**	**$0**	
100-9-1190-51120	SALARIES-CLERKS/DISPATCHR	$130,569	$129,265	$177,890	$191,610	$55,914	$33,000	$88,914	$66,000	-$125,610	$66,000	Reduce by outsource of tech support
100-9-1190-51170	OVERTIME PAY	$0	$0	$0	$3,000	$0	$0	$0	$0	-$3,000	$0	Reduce by outsource of tech support
100-9-1190-52210	HEALTH & LIFE INSURANCE (INTRA	$27,792	$31,620	$39,587	$51,000	$12,510	$70	$12,580	$8,658	-$42,342	$8,658	Need to increase for KS
100-9-1190-52220	SOCIAL SECURITY-EMPLOYER	$9,863	$9,714	$13,208	$14,888	$4,170	$2,545	$6,715	$5,049	-$9,839	$5,049	Reduce by outsource of tech support
100-9-1190-52230	UNEMPLOYMENT CLAIMS	$0	$0	$0	$0	$2,375	$0	$2,375	$0	$0	$0	
100-9-1190-52240	WORKERS COMPENSATION	$2,507	$2,430	$4,180	$3,834	$1,102	$658	$1,760	$1,776	-$2,058	$1,776	
100-9-1190-52250	WYOMING RETIREMENT	$18,436	$18,792	$26,436	$29,679	$8,341	$5,072	$13,413	$8,250	-$21,429	$8,250	Reduce by outsource of tech support
100-9-1190-65232	EQUIPMENT REPAIR	$3,039	$2,342	$1,333	$3,000	$0	$1,500	$1,500	$1,000	-$2,000	$1,000	To repair aging equipment
100-9-1190-65234	SERVICE AGREEMENTS	$64,450	$74,976	$62,827	$86,858	$46,086	$40,772	$86,858	$71,878	-$14,980	$71,878	Increase w/new hardware/software
100-9-1190-65458	RENTALS (INTRA)	$77,494	$53,074	$58,868	$70,833	$40,195	$31,138	$71,333	$75,324	$4,491	$75,324	Increase w/new hardware/software
100-9-1190-69110	ADVERTISING-OTHER	$0	$0	$786	$0	$1,000	$500	$1,500	$0	$0	$0	Outsource will require no advertising
100-9-1190-69214	CONTRACTUAL SERVICES	$0	$0	$0	$0	$0	$0	$0	$106,394	$106,394	$106,394	Increase by outsource of tech support
100-9-1190-69250	DUES, SUBSCRIPTIONS	$368	$374	$369	$480	$416	$390	$806	$8,626	$8,146	$8,626	Increase w/AV reassign & Internet
100-9-1190-69550	MISC. SERVICES & CHARGES	$0	$0	$52	$0	$0	$0	$0	$0	$0	$0	
100-9-1190-69710	TELEPHONE	$617	$1,324	$2,327	$1,500	$504	$100	$604	$0	-$1,500	$0	Decrease with dropped cell service
100-9-1190-69720	TRAINING SEMINARS	$9,005	$0	$0	$12,000	$428	$0	$428	$500	-$11,500	$500	Online Training for one staff person
100-9-1190-69730	TRAVEL EXPENSE	$34	$87	$173	$900	$96	$32	$128	$100	-$800	$100	Travel for Jesse to assist county WAN
100-9-1190-75210	GENERAL OFFICE SUPPLIES	$325	$584	$49	$350	$0	$300	$300	$0	-$350	$0	Use current inventory
100-9-1190-75214	POSTAGE	$26	$0	$24	$50	$0	$20	$20	$50	$0	$50	Part shipping
100-9-1190-75216	COPIER SUPPLIES	$5,170	$12,186	$5,790	$14,000	-$349	-$1,700	-$2,049	$14,000	$0	$14,000	ISS maintains printing for 2016-17
100-9-1190-75224	VEHICLE FUEL	$145	$30	$196	$500	$0	$0	$0	$0	-$500	$0	No fuel consumption
100-9-1190-75228	COMPUTER SUPPLIES	$6,643	$7,509	$4,751	$9,000	$6,166	$2,053	$8,220	$1,500	-$7,500	$1,500	For emergency replacement
100-9-1190-75610	EQUIPMENT LESS THAN $1000	$1,152	$884	$856	$3,000	$972	$972	$1,945	$1,500	-$1,500	$1,500	Juggle current printer inventory
100-9-1190-85003	MACHINERY & EQUIP > 1,000	$31,891	$26,771	$25,018	$39,100	$0	$39,000	$39,000	$0	-$39,100	$0	
100-9-1190-85004	VEHICLES >1,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
100-9-1190-85005	OFFICE FURNITURE > 1,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
100-9-1190-85006	COMPUTER SOFTWARE > 1,000	$0	$0	$3,300	$5,500	$0	$7,500	$7,500	$8,300	$2,800	$8,300	Finalize Hosted Eagle
	EXPENDITURE TOTALS:	**$389,525**	**$371,962**	**$428,019**	**$541,082**	**$179,925**	**$163,923**	**$343,848**	**$378,905**	**-$162,177**	**$378,905**	

DEPT: **INFORMATION SUPPORT SERVICES**

ACCOUNT NUMBERS: **100-9-1190**   [back to instructions](#)

REVENUES:	FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Budget	FYE 2016 Projected Actual	FYE 2017 Budget Request	Difference from FYE 2016	FYE 2017 Approved Budget
Tax Revenue	$0	$0	$0	$0	$0	$0	$0	$0
Licenses & Permits	$0	$0	$0	$0	$0	$0	$0	$0
Intergovernmental/Grants	$0	$0	$0	$0	$0	$0	$0	$0
Charges for Goods & Services	$0	$0	$0	$0	$0	$0	$0	$0
Investment Income	$0	$0	$0	$0	$0	$0	$0	$0
Other Revenue	$200	$80	$100	$150	$20	$0	-$150	$0
Gain (Loss) on Equip Disposal	$0	$0	$0	$0	$0	$0	$0	$0
Transfer from Other Funds	$0	$0	$0	$0	$0	$0	$0	$0
TOTAL REVENUES:	**$200**	**$80**	**$100**	**$150**	**$20**	**$0**	**-$150**	**$0**
EXPENDITURES:								
Salaries	$130,569	$129,265	$177,890	$194,610	$88,914	**$66,000**	-$128,610	**$66,000**
Employee Benefits	$58,598	$62,556	$83,412	$99,401	$36,842	**$23,733**	-$75,668	**$23,733**
Property Services	$144,983	$130,393	$123,028	$160,691	$159,691	**$148,202**	-$12,489	**$148,202**
Subrecipient Grants	$0	$0	$0	$0	$0	**$0**	$0	**$0**
Other Services	$10,024	$1,785	$3,706	$14,880	$3,465	**$115,620**	$100,740	**$115,620**
Supplies & Materials	$13,460	$21,192	$11,665	$26,900	$8,435	**$17,050**	-$9,850	**$17,050**
Other Misc	$0	$0	$0	$0	$0	**$0**	$0	**$0**
Depreciation	$0	$0	$0	$0	$0	**$0**	$0	**$0**
Capital Outlay	$31,891	$26,771	$28,317	$44,600	$46,500	**$8,300**	-$36,300	**$8,300**
Principal/Interest	$0	$0	$0	$0	$0	**$0**	$0	**$0**
Transfer to Other Funds	$0	$0	$0	$0	$0	**$0**	$0	**$0**
TOTAL EXPENDITURES:	**$389,525**	**$371,962**	**$428,019**	**$541,082**	**$343,848**	**$378,905**	**-$162,177**	**$378,905**