

**FYE 2018 BUDGET RECEIVED**

**\$296,707**

**FYE 2019 BUDGET REQUEST**

**\$313,232**

**FREMONT COUNTY, WYOMING**

**BUDGET REQUEST PACKET**

**FISCAL YEAR 2018 - 2019**

**DEPARTMENT NAME**

**Computer Services/ISS**

**CHART OF ACCOUNT NUMBERS**

**100-9-1190**

**BUDGET VERSION**

**3**

**PREPARED BY**

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# BUDGET MESSAGE

## DEPARTMENT Computer Services/ISS

### ANTICIPATED REVENUE STREAMS

None to report.

### EXPENDITURE TRENDS

- The county will require servers to replace aging equipment and promote redundancy.
- Telephone systems need to be reviewed. Opportunity to reduce costs, improve reliability and increase features exists, however two years of remaining payments on Capital Revolving will make immediate direct savings difficult to attain.
- The website committee has researched the up front and ongoing cost of a new website. Wyoming counties surveyed report approx. \$20K to build and \$5K/yr to maintain. The current website is 9 years old and the exit of the website support person make it timely to consider an upgrade.
- Print management began last year and an improved printing strategy is in the works. The number of printers and the costs associated with them increase with age, and some copiers are end of life. Take over of printer and copier assets will increase the ISS budget, but decrease other departments.
- There may be some costs associated with aging network equipment this year.
- Cost of internet connectivity will likely increase, but opportunity exists to reduce site ISP connections with

### BUDGET CHANGES FROM LAST YEAR

- ISS has taken all printers and copiers under ISS support and replacement responsibility. They are now in one maintenance agreement that will increase costs (+\$2000) to Service Agreements, but reduce more expensive print maintenance agreements in individual departments. Management of printing and copying results in an increase to Computer Software (+\$2400)
- Printer and copier obsolescence will require an increase to Assets Over \$1000 account. (+\$12,000)
- Copier Supplies is reduced (-\$3500) that the maintenance agreement will provide.
- Reduction in network equipment maintenance agreements have reduced the Service Agreements account (-\$27,678). That is offset by switches added to the Assets Over \$1000 account. (+\$8500)
- Accounts such as Computer Supplies, Equipment Repair and Equipment Less than \$1000 are difficult to forecast, but necessary. Accounts were increased (+\$2000) to address need and in response to 2018 overages.
- Staff training and travel accounts have been increased for GIS support training. (+\$4650)
- Rentals will increase to fund new servers and a new county website. They will be offset by Capital Revolving items paid off in February, 2018 and upcoming in November, 2018. (Net -\$1262)
- A Spectrum internet connection at RJC for redundancy and reduction of Lander/Riverton traffic is being investigated and first year is represented by an increase (+\$1680) in Dues & Subscriptions account.
- Contractual Services account was reduced (-\$1300) by removal of an entry for email and reduction of TCInc funds, but was partially offset by addition of computer/network security monitoring. There are still numerous projects and staff coverage services to be provided, so Contractual Services needs to remain mostly intact.

### OTHER

Uniforms: Uniforms and work clothing may be provided to employees upon a departmental policy being described and provided to the Board of County Commissioners. Does your department have a uniform policy? If "Yes," please elaborate below.

Yes  No

# FIVE YEAR PLAN

## DEPARTMENT Computer Services/ISS

### **1. SERVICE PRIORITIES**

- The capital revolving account for the current telephone system has two years payoff remaining. The functionality of the current system does not meet the need and is causing issues. Equipment is reaching end-of-life and is extremely expensive to replace. Solutions to reduce costs and improve service are being investigated.
- The retention policy for email has complicated the search for a cost-effective alternative. Email continues to be on the radar for a replacement solution.
- Internet has become necessity for all locations. Improved in-house connectivity to satellite sites, such as Vehicle Maintenance shops in both Lander and Riverton is being investigated.
- Redundant internet connectivity and increased bandwidth will be necessary.
- Network connectivity replacement is in the planning stages. Some equipment is reaching end of life and others are simply under-performing.
- Wifi connectivity for county facilities will need to expand to meet demand by staff and customers.
- New firewall equipment will be necessary to help maintain a secure environment.

### **2. EMPLOYEES and BENEFITS**

- Employees and benefits should remain steady.

### **3. FUNDING and REVENUE CHANGES**

- Relatively unchanged in the ISS department.

### **4. MAINTENANCE or SECURITY ISSUES**

- Security continues to be critical and evolving. There will continue to be need for general staff training and regular reinforcement to keep users and data safe. Closer attention to security of internet connected devices such as HVAC equipment will be required.
- Security camera systems will need to be made current, changing from closed circuit to IP-based equipment.
- Many county properties were not built to support the needs of current technologies. Cable infrastructure will be upgraded to provide necessary connectivity for new and evolving technologies.

**GRANT SUMMARY - FYE 2019**

**DEPT: Computer Services/ISS**

	Grant Name	Begin Date	End Date	Award Amount	No. of FTEs	Status	Purpose of Grant
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>TOTAL</b>				<b>\$0</b>			

**CONTRACTUAL SERVICES - FYE 2019**

**DEPT: Computer Services/ISS**

	<b>Contractor</b>	<b>Description of Services</b>	<b>Amount</b>
1.	Traveling Computers Inc	Tech Support	\$32,000
2.	Red Canary	Security as a Service	\$7,000
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL CONTRACTUAL SERVICES (69214)</b>			<b>\$39,000</b>

**SERVICE AGREEMENTS - FYE 2019**

**DEPT: Computer Services/ISS**

	<b>Organization</b>	<b>Description</b>	<b>Amount</b>
1.	Dell	Server Maintenance	\$9,600
2.	Fortinet	Firewall Maintenance	\$4,500
3.	Emergency Power Systems	UPS Maintenance	\$2,900
4.	Dell	NAS Maintenance	\$3,100
5.	Quest	Backup Maintenance	\$5,600
6.	Quest	KACE Maintenance	\$3,500
7.	The Office Shop	Printer Maintenance	\$17,000
8.			
9.			
10.			
<b>TOTAL SERVICE AGREEMENTS (65234)</b>			<b>\$46,200</b>

**DUES AND SUBSCRIPTIONS - FYE 2019**

**DEPT: Computer Services/ISS**

	<b>Organization</b>	<b>Description</b>	<b>Amount</b>
1.	Wyoming.com	Email Services & Internet	\$180
2.	Spectrum	Internet	\$1,740
3.	GoToMeeting	Online Conferencing	\$470
4.	.Gov	Domain Renewal	\$450
5.	Carbon Black	Endpoint Security Agent	\$7,500
6.	Venture Tech	Syn-Apps SA Alert	\$796
7.	Venture Tech	ISI Telemanagement	\$1,840
8.			
9.			
10.			
<b>TOTAL DUES &amp; SUBSCRIPTIONS (69250)</b>			<b>\$12,976</b>

**CAPITAL ASSETS - FYE 2019**

DEPT: Computer Services/ISS

DEPARTMENT PURCHASES (ASSETS BETWEEN \$1,000 AND \$10,000)					
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	PURCHASE AMOUNT	ESTIMATED LIFE (YRS)
1.	Print Management	JUL-SEP 2018	COMPUTER SOFTWARE	\$6,400	5
2.	Replacement Switches	JUL-SEP 2018	MACHINERY & EQUIPMENT	\$8,500	5
3.	Copier replacements (2)	JUL-SEP 2018	MACHINERY & EQUIPMENT	\$18,000	5
4.	Printers	JUL-SEP 2018	MACHINERY & EQUIPMENT	\$3,000	5
5.					
6.					
7.					
8.					
9.					
10.					
<b>TOTAL - DEPARTMENT PURCHASES (ASSETS BETWEEN \$1,000 AND \$10,000)</b>				<b>\$35,900</b>	

85001	LAND	\$0
85002	BUILDINGS & IMPROVEMENTS	\$0
85003	MACHINERY & EQUIPMENT	\$29,500
85004	VEHICLES	\$0
85005	OFFICE FURNITURE	\$0
85006	COMPUTER SOFTWARE	\$6,400
85008	INFRASTRUCTURE	\$0
85010	LIBRARY BOOKS	\$0

CAPITAL REVOLVING FUND PURCHASES (\$10,000 OR MORE AND ALL VEHICLES)							
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	AUTHORIZED AMOUNT	ESTIMATED LIFE (YRS)	INTEREST RATE	EST FYE 2019 RENTAL AMT
1.	(2) Intel Servers	JUL-SEP 2018	MACHINERY & EQUIPMENT	\$35,440	5	2.5%	\$7,548
2.	FCG Website	OCT-DEC 2018	COMPUTER SOFTWARE	\$20,000	8	2.8%	\$2,091
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2019)</b>							<b>\$62,167</b>
<b>TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 OR MORE AND ALL VEHICLES)</b>				<b>\$55,440</b>			<b>\$71,806</b>



**CHART OF ACCOUNTS WORKSHEET - FYE 2019**

DEPT: **Computer Services/ISS**

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Account Number	Account Title	FYE 2015 Actual	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Budget	FYE 2018 Actual (thru Dec)	FYE 2018 Add'l Expected (Jan - Jun)	FYE 2018 Projected Actual	FYE 2018 Projected Diff. from Budget	FYE 2019 Budget Request	FYE 2019 Diff. from FYE 2018	FYE 2019 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
100-9-1190-48890	OTHER MISC REVENUES	\$100	\$20	\$0	\$0	\$0		\$0	\$0	\$0	\$0		
100-9-1190-49650	TRANSFER FR HEALTH PLAN	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		
	<b>REVENUE TOTALS:</b>	<b>\$100</b>	<b>\$20</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
100-9-1190-51120	SALARIES-CLERKS/DISPATCHR	\$177,890	\$88,914	\$66,000	\$66,000	\$33,000	\$33,000	\$66,000	\$0	\$72,000	\$6,000	\$72,000	
100-9-1190-51170	OVERTIME PAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1190-52210	HEALTH & LIFE INSURANCE (INTRA	\$39,587	\$12,582	\$144	\$144	\$72	\$72	\$144	\$0	\$252	\$108	\$252	
100-9-1190-52220	SOCIAL SECURITY-EMPLOYER	\$13,208	\$6,694	\$5,049	\$5,049	\$2,525	\$2,525	\$5,049	\$0	\$5,508	\$459	\$5,508	
100-9-1190-52230	UNEMPLOYMENT CLAIMS	\$0	\$2,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1190-52240	WORKERS COMPENSATION	\$4,180	\$1,752	\$1,775	\$1,716	\$718	\$718	\$1,436	-\$280	\$1,750	\$34	\$1,750	
100-9-1190-52250	WYOMING RETIREMENT	\$26,436	\$13,374	\$8,250	\$8,250	\$4,125	\$4,125	\$8,250	\$0	\$9,180	\$930	\$9,180	
100-9-1190-65232	EQUIPMENT REPAIR	\$1,333	\$4,042	\$576	\$1,000	\$1,443	\$900	\$2,343	\$1,343	\$1,500	\$500	\$1,500	Acct underfunded in FY18
100-9-1190-65234	SERVICE AGREEMENTS	\$62,827	\$53,975	\$57,975	\$71,778	\$17,930	\$18,200	\$36,130	-\$35,648	\$46,200	-\$25,578	\$46,200	Sub Cisco maint; Add Copier/PTR
100-9-1190-65458	RENTALS (INTRA)	\$58,868	\$70,026	\$66,817	\$72,855	\$34,981	\$33,272	\$68,254	-\$4,601	\$71,806	-\$1,049	\$71,806	
100-9-1190-69110	ADVERTISING-OTHER	\$786	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1190-69214	CONTRACTUAL SERVICES	\$0	\$6,620	\$14,938	\$40,300	\$11,137	\$19,400	\$30,537	-\$9,763	\$39,000	-\$1,300	\$39,000	Acct overfunded in FY18
100-9-1190-69250	DUES, SUBSCRIPTIONS	\$369	\$796	\$6,757	\$8,785	\$1,132	\$5,700	\$6,832	-\$1,953	\$12,976	\$4,191	\$12,976	Add Sec Agent; Redundant RJC Int
100-9-1190-69550	MISC. SERVICES & CHARGES	\$52	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1190-69710	TELEPHONE	\$2,327	\$559	\$110	\$80	\$54	\$54	\$108	\$28	\$110	\$30	\$110	
100-9-1190-69720	TRAINING SEMINARS	\$0	\$428	\$250	\$450	\$0	\$650	\$650	\$200	\$3,700	\$3,250	\$3,700	Training for GIS Server
100-9-1190-69730	TRAVEL EXPENSE	\$173	\$126	\$0	\$100	\$0	\$0	\$0	-\$100	\$1,500	\$1,400	\$1,500	Travel to support Training
100-9-1190-75210	GENERAL OFFICE SUPPLIES	\$49	\$279	\$822	\$250	\$0	\$0	\$0	-\$250	\$100	-\$150	\$100	
100-9-1190-75214	POSTAGE	\$24	\$17	\$0	\$50	\$5	\$0	\$5	-\$45	\$50	\$0	\$50	
100-9-1190-75216	PRINTER/COPIER SUPPLIES	\$5,790	-\$1,766	\$8,041	\$11,000	\$5,397	\$6,100	\$11,497	\$497	\$7,500	-\$3,500	\$7,500	County printer/copier maint agree
100-9-1190-75224	VEHICLE FUEL	\$196	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1190-75228	COMPUTER SUPPLIES	\$4,751	\$10,121	\$3,169	\$1,500	\$257	\$2,276	\$2,533	\$1,033	\$2,000	\$500	\$2,000	Acct underfunded in FY18
100-9-1190-75610	EQUIPMENT LESS THAN \$1000	\$856	\$2,783	\$1,566	\$1,200	\$962	\$1,150	\$2,112	\$912	\$2,200	\$1,000	\$2,200	Acct underfunded in FY18
100-9-1190-85003	MACHINERY & EQUIP > 1,000	\$25,018	\$25,374	\$2,189	\$2,200	\$2,764	\$0	\$2,764	\$564	\$29,500	\$27,300	\$29,500	Switches; copier; printers
100-9-1190-85004	VEHICLES >1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1190-85005	OFFICE FURNITURE > 1,000	\$0	\$0	\$0	\$0	\$630	\$0	\$630	\$630	\$0	\$0	\$0	
100-9-1190-85006	COMPUTER SOFTWARE > 1,000	\$3,300	\$1,234	\$0	\$4,000	\$0	\$4,000	\$4,000	\$0	\$6,400	\$2,400	\$6,400	Print management software
	<b>EXPENDITURE TOTALS:</b>	<b>\$428,019</b>	<b>\$301,304</b>	<b>\$244,428</b>	<b>\$296,707</b>	<b>\$117,132</b>	<b>\$132,142</b>	<b>\$249,274</b>	<b>-\$47,433</b>	<b>\$313,232</b>	<b>\$16,525</b>	<b>\$313,232</b>	

**EXECUTIVE SUMMARY - FYE 2019**

**DEPT:** Computer Services/ISS

**ACCOUNT NUMBERS:** 100-9-1190

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	FYE 2015 Actual	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Budget	FYE 2018 Projected Actual	FYE 2018 Projected Diff. from Budget	FYE 2019 Budget Request	Difference from FYE 2018	FYE 2019 Approved Budget
<b>REVENUES:</b>									
Tax Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Charges for Goods & Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$100	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gain (Loss) on Equip Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$100</b>	<b>\$20</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURES:</b>									
Salaries	\$177,890	\$88,914	\$66,000	\$66,000	\$66,000	\$0	\$72,000	\$6,000	\$72,000
Employee Benefits	\$83,412	\$36,777	\$15,218	\$15,159	\$14,879	-\$280	\$16,690	\$1,531	\$16,690
Property Services	\$123,028	\$128,043	\$125,368	\$145,633	\$106,726	-\$38,907	\$119,506	-\$26,127	\$119,506
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$3,706	\$9,528	\$22,054	\$49,715	\$38,127	-\$11,588	\$57,286	\$7,571	\$57,286
Supplies & Materials	\$11,665	\$11,435	\$13,599	\$14,000	\$16,148	\$2,148	\$11,850	-\$2,150	\$11,850
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$28,317	\$26,607	\$2,189	\$6,200	\$7,394	\$1,194	\$35,900	\$29,700	\$35,900
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES:</b>	<b>\$428,019</b>	<b>\$301,304</b>	<b>\$244,428</b>	<b>\$296,707</b>	<b>\$249,274</b>	<b>-\$47,433</b>	<b>\$313,232</b>	<b>\$16,525</b>	<b>\$313,232</b>