

Proposed Budget

Clearview Improvement and Service District	
Budget Hearing Information	
117 Mountain View Drive - PO Box 2634	Location: 117 Mountain View Drive
Rock Springs, WY 82901	Date: 7/6/2017
307-362-1140	Time: 7:00pm
Sweetwater County	Budget Prepared by: Margaret R. Fortuna

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
	Clearview I&SD 2017-2018 Budget Message	
	<p>The Clearview Improvement & Service District, established by resolution of Sweetwater County, Wyoming Commission on June 5, 1985, pursuant to Title 18, Chapter 12, Sections 101-140, Wyoming Laws 1977 as amended, hereby presents the attached budget effective fiscal year 2017-2018.</p> <p>This budget is based on revenues and expenses of the previous fiscal year and allowing for a reasonable increase in expense and certain operational considerations. The district continues to see increased regulatory requirements which require considerable staff involvement. These requirements add significantly to district administrative expense. (It is interesting to note how state and local officials complain of unfunded federal mandates but have no concern over unfunded federal mandates placed on special districts which add thousands of dollars to district budgets (note again the revised budget form, EPA rules, DEQ project classification)). Culinary water purchase and waste water delivery charges remain as pass through items with revenue based on actual costs as per Wyoming State Statute 18-12-104. A pipeline factorto account for the difference between water cost and sales charges is assessed and adjusted monthly. The JPWB water rate has been increased. No other rate increase is anticipated by the District. However, the District continues to experience additional costs due to damage of District equipment, root encroachment, excessive weeds or overgrowth around meter pits and services charges will need to be enstated. An Operational Reserve Fund is necessary to provide available funds for unanticipated operational or maintenance expense and for unexpected loss of income. This fund was established by Resolution 2012-3. Budgeted or contractual expense has been retained from the previous fiscal year. Initial engineering and design is complete for the Mountain View Sewer Collector Rehabilitation project. This project is estimated to cost \$450,000.00. The project will be on hold subject to availability of funding. The Mountain View Collector will continue to be cleaned annually with the lateral done on a rotating basis or as needed. The current primary concern of the District is the water loss experienced in the distribution system. An engineering study is under way. The District is looking for a contractor experienced in leak detection methods to aid in this project. The project to provide increased water flow to the south fire hydrants has been placed on hold due to complications caused by a DEQ decision as to project classification. This decision will continue to hamper development along Clearview Drive for the foreseeable future. Water flows at the fire hydrants is cause for concern and will continue to be addressed this fiscal year. Substantial reserve funds are being accumulated in anticipation of the cost of needed infrastructure repair and necessary operations equipment. The district has previously approved an AFE in the amount of \$105,000.00 to provide funding for the Engineering studies in progress. \$55,000.00 remains to be expended under the said AFE.</p>	

S-B	RESERVE DESCRIPTION
	<p>Long term reserves as held against lost income.</p> <p>Short term committed reserves held for operational maintenance and repair.</p>

S-C

Names of Board Members	Date of End of Term
Jaclyn Stewart	11/18/17
Dale Fisher	11/18/17
Bruce Thomson	11/18/17

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> No

If no above:

Are the records on file with the County Clerk as required by W.S. 16-12-10-1?	<input type="checkbox"/> Yes
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Where are the minutes of your board meeting available for public review?

117 Mountain View Drive, Rock Springs, WY 82901

How and where are the notices of meeting posted for the public?

At the office, 117 Mountain View Drive, on utility bills monthly, in newspaper, Rocket Miner

Where are the public meetings held?

117 Mountain View Drive, Office

PROPOSED BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$351,129	\$424,471	\$344,692	\$344,692
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$36,800	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$421,047	\$355,011	\$370,092	\$370,092
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-7	Operating Revenues	\$403,797	\$348,802	\$357,292	\$357,292
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$13,000	\$1,409	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$4,250	\$4,800	\$5,800	\$5,800
S-13	Other Forecasted Revenue	\$0	\$0	\$7,000	\$7,000

S-14	Total Revenue	\$421,047	\$355,011	\$370,092	\$370,092
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FY 7/1/17-6/30/18 Clearview Improvement and Service District

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-15	Capital Outlay	\$6,000	\$2,000	\$2,000	\$2,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$52,955	\$58,027	\$60,294	\$60,294
S-18	Operations	\$282,014	\$348,394	\$269,048	\$269,048
S-19	Indirect Costs	\$10,160	\$16,050	\$13,350	\$13,350

S-20	Total Expenditures	\$351,129	\$424,471	\$344,692	\$344,692
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DEBT SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$0	\$0	\$0	\$0

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$81,600	\$100,000	\$100,000	\$100,000
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$18,400	\$18,400	\$18,400
	Total Reserves (a+b+c)	\$81,600	\$118,400	\$118,400	\$118,400
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$18,400	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$18,400	\$0	\$0	\$0
	Total to be added (a+b+c)	\$36,800	\$0	\$0	\$0
S-31	Subtotal	\$118,400	\$118,400	\$118,400	\$118,400
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$118,400	\$118,400	\$118,400	\$118,400

End of Summary

Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District _____

DISTRICT ADDRESS: 117 Mountain View Drive - PO Box 26
Rock Springs, WY 82901

PREPARED BY: Margaret R. Fortuna

DISTRICT PHONE: 307-362-1140

Proposed Budget

Clearview Improvement and Service District

FYE 6/30/2018

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)				
R-1.2	Other County Support				

FORECASTED REVENUE

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) <u>County Grant</u>	\$13,000	\$1,409	\$0	
R-2.5	Total Government Support	\$13,000	\$1,409	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges	\$248,880	\$236,802	\$242,292	\$242,292
R-3.2	Sales of Goods or Services	\$132,393	\$112,000	\$115,000	\$115,000
R-3.3	Other Assessments	\$22,524	\$0	\$0	
R-3.4	Total Operating Revenues	\$403,797	\$348,802	\$357,292	\$357,292
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$500	\$300	\$300	\$300
R-5.2	Other: Specify <u>Penalties, Admin Service</u>	\$3,750	\$4,500	\$5,500	\$5,500
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$4,250	\$4,800	\$5,800	\$5,800
R-5.5	Total Forecasted Revenue	\$421,047	\$355,011	\$363,092	\$363,092
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	<u>Past Due Accounts</u>	\$0	\$0	\$7,000	\$7,000
R-6.4					
R-6.5					
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$7,000	\$7,000

Proposed Budget

Clearview Improvement and Service District

FYE 6/30/2018

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	<u>Capital Improvements</u>	\$6,000	\$2,000	\$2,000	\$2,000
E-1.6					
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$6,000	\$2,000	\$2,000	\$2,000

ADMINISTRATION BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical	\$34,580	\$34,580	\$37,428	\$37,428
E-2.4	Other (Specify)				
E-2.5	<u>Internal Auditing</u>	\$5,200	\$5,200	\$5,200	\$5,200
E-2.6					
E-2.7					
E-3	Board Expenses				
E-3.1	Travel	\$0	\$1,000	\$1,000	\$1,000
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4					
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$4,000	\$1,500	\$1,500	\$1,500
E-4.2	Accounting/Auditing				
E-4.3	Other (Specify)				
E-4.4	<u>Computer Support</u>	\$2,500	\$3,539	\$1,000	\$1,000
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$2,500	\$1,500	\$3,500	\$3,500
E-5.2	Office equipment, rent & repair	\$2,500	\$4,458	\$3,866	\$3,866
E-5.3	Education	\$1,000	\$2,500	\$2,500	\$2,500
E-5.4	Registrations	\$675	\$0	\$0	
E-5.5	Other (Specify)				
E-5.6	<u>Subscriptions, Dues, Pub</u>	\$0	\$1,300	\$1,500	\$1,500
E-5.7	<u>Postage</u>	\$0	\$2,450	\$2,800	\$2,800
E-5.8					
E-6	TOTAL ADMINISTRATION	\$52,955	\$58,027	\$60,294	\$60,294

Proposed Budget

Clearview Improvement and Service District

FYE 6/30/2018

OPERATIONS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$15,600	\$15,600	\$10,348	\$10,348
E-7.2	Service Contracts		\$4,440	\$4,440	\$4,440	\$4,440
E-7.3	Other (Specify)					
E-7.4	Engineering Services		\$0	\$12,000	\$12,000	\$12,000
E-7.5	_____					
E-7.6	_____					
E-8	Travel					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3	_____					
E-8.4	_____					
E-8.5	_____					
E-9	Operating supplies (List)					
E-9.1	_____					
E-9.2	_____					
E-9.3	_____					
E-9.4	_____					
E-9.5	_____					
E-10	Program Services (List)					
E-10.1	Water		\$39,190	\$42,000	\$45,000	\$45,000
E-10.2	Sewer		\$93,204	\$70,000	\$70,000	\$70,000
E-10.3	Water Analysis/Testing		\$1,000	\$2,000	\$2,000	\$2,000
E-10.4	_____					
E-10.5	_____					
E-11	Contractual Arrangements (List)					
E-11.1	Engineering Infrastructure		\$43,000	\$80,000	\$63,595	\$63,595
E-11.2	_____					
E-11.3	_____					
E-11.4	_____					
E-11.5	_____					
E-12	Other operations (Specify)					
E-12.1	System Maintenance		\$76,940	\$117,054	\$54,185	\$54,185
E-12.2	Vehicle Maintenance		\$500	\$500	\$500	\$500
E-12.3	Office & Grounds		\$4,000	\$1,500	\$3,000	\$3,000
E-12.4	Utilities		\$4,140	\$3,300	\$3,980	\$3,980
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$282,014	\$348,394	\$269,048	\$269,048

Proposed Budget

Clearview Improvement and Service District

FYE 6/30/2018

INDIRECT COSTS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability					
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Commercial Package</u>		\$4,400	\$6,800	\$4,600	\$4,600
E-14.6	<u>Crime/Bonding</u>		\$1,400	\$1,400	\$1,400	\$1,400
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$4,178	\$6,800	\$5,000	\$5,000
E-15.2	Workers Compensation		\$182	\$750	\$900	\$900
E-15.3	Unemployment Taxes		\$0	\$300	\$1,100	\$1,100
E-15.4	Retirement					
E-15.5	Health Insurance					
E-15.6	Other (Specify)					
E-15.7	<u>Unemployment Insurance</u>		\$0	\$0	\$350	\$350
E-15.8						
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$10,160	\$16,050	\$13,350	\$13,350

DEBT SERVICE BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

Clearview Improvement and Service District

FYE 6/30/2018

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance				
C-1.2	Savings and Investments Account Balance				
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$118,400	\$118,400	\$118,400	\$118,400
C-1.6	Total Estimated Cash and Investments on Hand	\$118,400	\$118,400	\$118,400	\$118,400
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$118,400	\$118,400	\$118,400	\$118,400
C-2.3	Total Deductions (a+b)	\$118,400	\$118,400	\$118,400	\$118,400
C-2.4	Estimated Non-Restricted Funds Available	\$0	\$0	\$0	\$0

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$81,600	\$100,000	\$100,000	\$100,000
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve	\$18,400			
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	SUB-TOTAL	\$100,000	\$100,000	\$100,000	\$100,000
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$100,000	\$100,000	\$100,000	\$100,000

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent from "Other"				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$18,400	\$18,400	\$18,400
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve	\$18,400			
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$18,400	\$18,400	\$18,400	\$18,400
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$18,400	\$18,400	\$18,400	\$18,400
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

