NOTICE OF BUDGET HEARING

TO BE HELD AT
THE CLEARVIEW IMPROVEMENT & SERVICE DISTRICT OFFICE
117 Mountain View Drive, Sweetwater County, Wyoming

THURSDAY, JULY 14, 2016 @ 7:00 PM

Budget Summary

Income	Service Fees	$ 112,000.00
	Operations	$ 236,802.00
	Other Income	$ 13,109.00
	Total Income	**$ 361,911.00**

Expense	Service Fees	$ 112,000.00
	Operations	$ 173,484.00
	Administration	$ 58,027.00
	Reserve	$ 18,400.00
	Total Expense	**$ 361,911.00**

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FY 7/1/16-6/30/17

Proposed Budget

Clearview Improvement and Service District		Click to
	Budget Hearing Information	
PO Box 2634; 117 Mountain View Dr.	Location:	District Office, 117 Mountain View dDr
Rock Springs, Wyoming 82902	Date:	5/19/2016
307-362-1140	Time:	7:00 PM
Sweetwater	Budget Prepared by:	Margaret Fortuna, District Clerk

S-1 BUDGET MESSAGE W.S. 16-4-104(d)

Clearview I&S District 2016-17 Budget Message

The Clearview I & S District, established by resolution of the 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 the fiscal year 2016 – 2017. This proposed budget is very tentative and will likely need to be amended several times in the coming year.. The Systems Engineering Study was not completed until April, 2016, too late to develop project cost estimates for this budget. 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 (note the again revised budget form) which require considerable staff involvement. These requirements add significantly to District administrative expense. Culinary water and waste water cost and charges remain as pass-through items with revenue based on actual costs as per Wyoming Statute 18-12-104. The water rate is increased due to a cost increase by the JPWB. No other rate increase is anticipated by the District. However, if the District continues to experience damage to District equipment or additional costs associated with root encroachment or excessive weeds around meter pits a service charge will need to be instated.

An Operational Reserve Fund is necessary to provide available funds for unanticipated operational or maintenance expense or for unexpected loss of income. This fund was established by Resolution 2012-3 and will reach the maximum value this fiscal year.

Budgeted or contractual expense has been retained from the previous fiscal year. These items are scheduled to be completed this year. Work will commence on the design phase of the Sewer System rehabilitation project subject to the availability of funding. The Sewer System cleaning and inspection will continue on a scheduled basis. The Mountain View Collector will continue to be cleaned annually with the cleaning of the laterals done on a rotating basis or as needed. Inspection and rehabilitation of meter pits is an on-going project with no completion date scheduled.

The project to provide an increased water flow to the south fire hydrants will be 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 forseeable future. Water flows at the fire hydrants as well as the age of certain hydrants is cause for concern and will continue to be addressed this fiscal year.

PROPOSED BUDGET SUMMARY

	OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1	**Total Budgeted Expenditures**	$309,831	$356,229	$342,071	$342,071
S-2	**Total Principal to Pay on Debt**	$21,097	$20,724	$0	$0
S-3	**Total to be added to Restricted Funds**	$40,800	$40,800	$18,400	$18,400
S-4	**Total General Fund and Forecasted Revenues**	$387,183	$421,047	$669,717	$669,717
S-5	***Amount requested from County Commissioners***	$0	$0	$0	$0
S-6	**Additional Funding Needed :**			$0	$0

Clearview Improvement and Service District

	REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-7	**Operating Revenues**	$373,418	$403,797	$348,802	$348,802
S-8	**Tax levy (From the County Treasurer)**	$0	$0	$0	$0
S-9	**Government Support**	$10,469	$13,000	$1,409	$1,409

Revised February 2016

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S-10	**Grants**	$0	$0	$0	$0
S-11	**Other County Support (Not from Co. Treas.)**	$0	$0	$0	$0
S-12	**Miscellaneous**	$3,296	$4,250	$4,800	$4,800
S-13	**Other Forecasted Revenue**	$0	$0	$6,900	$6,900
S-14	**Total Revenue**	$387,183	$421,047	$361,911	$361,911

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EXPENDITURE SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-15	Capital Outlay	$0	$6,000	$2,000	$2,000
S-16	Interest and Fees On Debt	$4,037	$1,800	$0	$0
S-17	Administration	$42,586	$52,955	$58,027	$58,027
S-18	Operations	$220,182	$285,314	$268,394	$268,394
S-19	Indirect Costs	$43,027	$10,160	$13,650	$13,650
S-20	Total Expenditures	$309,831	$356,229	$342,071	$342,071

DEBT SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-21	Principal Paid on Debt	$21,097	$20,724	$0	$0

CASH AND INVESTMENTS		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	$0	$0	$307,806	$307,806
	Summary of Reserve Funds				
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	$0	$40,800	$0	$0
S-25	b. Other Reserve	$0	$0	$0	$0
S-26	c. Emergency Reserve (Cash)	$0	$0	$81,600	$81,600
	Total Reserves (a+b+c)	$0	$40,800	$81,600	$81,600
S-27	Amount to be added				
S-28	a. Depreciation Reserve	$40,800	$40,800	$0	$0
S-29	b. Other Reserve	$0	$0	$0	$0
S-30	c. Emergency Reserve (Cash)	$0	$0	$18,400	$18,400
	Total to be added (a+b+c)	$40,800	$40,800	$18,400	$18,400
S-31	Subtotal	$40,800	$81,600	$100,000	$100,000
S-32	Less Total to be spent	$0	$0	$0	$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	$40,800	$81,600	$100,000	$100,000

End of Summary

Dale Fisher, Treasurer
Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District _____

Dale Fisher, Treasurer

DISTRICT ADDRESS: PO Box 2634; 117 Mountain View Dr.
Rock Springs, Wyoming 82902

PREPARED BY: Margaret Fortuna, District Clerk

DISTRICT PHONE: 307-362-1140

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.
Form approved by Wyoming Department of Audit, Public Funds Division

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Proposed Budget

Clearview Improvement and Service District — FYE 6/30/2017

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-1	**Property Taxes and Assessments Received**				
R-1.1	**Tax Levy (From the County Treasurer)**	$0	$0	$0	
R-1.2	Other County Support	$0	$0	$0	

FORECASTED REVENUE

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-2	**Revenues from Other Governments**					
R-2.1	State Aid		$0	$0	$0	
R-2.2	Additional County Aid (non-treasurer)		$0	$0	$0	
R-2.3	City (or Town) Aid		$0	$0	$0	
R-2.4	Other (Specify)	County Grant	$10,469	$13,000	$1,409	$1,409
R-2.5	**Total Government Support**		$10,469	$13,000	$1,409	$1,409
R-3	**Operating Revenues**					
R-3.1	Customer Charges		$219,369	$248,880	$236,802	$236,802
R-3.2	Sales of Goods or Services		$124,101	$132,393	$112,000	$112,000
R-3.3	Other Assessments		$29,948	$22,524	$0	
R-3.4	**Total Operating Revenues**		$373,418	$403,797	$348,802	$348,802
R-4	**Grants**					
R-4.1	Direct Federal Grants		$0	$0	$0	
R-4.2	Federal Grants thru State Agencies		$0	$0	$0	
R-4.3	Grants from State Agencies		$0	$0	$0	
R-4.4	**Total Grants**		$0	$0	$0	$0
R-5	**Miscellaneous Revenue**					
R-5.1	Interest		$57	$500	$300	$300
R-5.2	Other: Specify	Penalties, Admin Service	$3,240	$3,750	$4,500	$4,500
R-5.3	Other: See Additional					
R-5.4	**Total Miscellaneous**		$3,296	$4,250	$4,800	$4,800
R-5.5	**Total Forecasted Revenue**		$387,183	$421,047	$355,011	$355,011

R-6	**Other Forecasted Revenue**				
R-6.1	a. Other past due-as estimated by Co. Treas.			$0	
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	Past Due Accounts			$6,900	$6,900
R-6.4				$0	
R-6.5					
R-6.6	**Total Other Forecasted Revenue (a+b)**	$0	$0	$6,900	$6,900

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Proposed Budget

Clearview Improvement and Service District
NAME OF DISTRICT/BOARD

FYE 6/30/2017

GO TO:
- Instructions
- Budget Summary
- Revenue
- Expenditures
- Capital Outlay
- Administration Budget
- Operational Budget
- Indirect Costs Budget
- Debt Service
- Cash & Investments
- Additional Details
- Notes

CAPITAL OUTLAY BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	$0	$0		
E-1.2	Vehicles	$0	$0		
E-1.3	Office Equipment	$0	$0		
E-1.4	Other (Specify)				
E-1.5	Capital Improvements	$0	$6,000	$2,000	
E-1.6					
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	$0	$6,000	$2,000	

The Capital Outlay Budget should be specific regarding planned acquisitions of real property and/or equipment.

ADMINISTRATION BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical	$24,885	$34,580	$34,580	
E-2.4	Other (Specify)				
E-2.5	Internal Audit	$5,068	$5,200	$5,200	
E-2.6					
E-2.7					
E-3	Board Expenses				
E-3.1	Travel	$0	$0	$1,000	
E-3.2	Mileage	$0	$0		
E-3.3	Other (Specify)				
E-3.4		$0	$0		
E-3.5		$0	$0		
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	$1,048	$4,000	$1,500	
E-4.2	Accounting/Auditing				
E-4.3	Other (Specify)				
E-4.4	Computer Support	$1,151	$2,500	$3,539	
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	$2,087	$2,500	$1,500	
E-5.2	Office equipment, rent & repair	$3,026	$2,500	$4,458	
E-5.3	Education	$1,007	$1,000	$2,500	
E-5.4	Registrations		$675		
E-5.5	Other (Specify)				
E-5.6	Subscriptions, dues, licen	$1,688		$1,300	
E-5.7	Postage	$2,576		$2,450	
E-5.8	see additional details	$50			
E-6	TOTAL ADMINISTRATION	$42,586	$52,955	$58,027	

The Administration Budget outlines the funds set aside for personnel services, board expenses, contractual expenses, and other miscellaneous administrative expens-es (i.e. postage).

Personnel Services includes gross salary only for those with administrative type duties (i.e. bookkeepers, clerks, managers, etc.). Click on the cell for more information.

Be sure to list any significant board expenses that are not already shown below.

Contractual services are services provided to the district where written contracts are involved. Be sure to list any significant contractual expenses that are not already shown below.

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Proposed Budget

Clearview Improvement and Service District

FYE 6/30/2017

OPERATIONS BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-7	**Personnel Services**				
E-7.1	Wages–Operations	$14,400	$15,600	$15,600	[illegible]
E-7.2	Service Contracts	$4,440	$4,440	$4,440	[illegible]
E-7.3	Other (Specify)				
E-7.4	Engineering			$12,000	[illegible]
E-7.5					
E-7.6					
E-8	**Travel**				
E-8.1	Mileage	$0			
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	$39,126	$39,190	$42,000	[illegible]
E-10.2	Sewer	$68,675	$93,204	$70,000	[illegible]
E-10.3	Watetr Testing	$1,343	$1,000	$2,000	[illegible]
E-10.4					
E-10.5					
E-11	**Contractual Arrangements (List)**				
E-11.1	Infrastructure Engineering	$10,469	$43,000		
E-11.2					
E-11.3					
E-11.4					
E-11.5					
E-12	**Other operations (Specify)**				
E-12.1	System Maintenance	$67,502	$76,940	$117,054	[illegible]
E-12.2	Vehicle Maintenance	$470	$500	$500	[illegible]
E-12.3	Office & Grounds	$9,161	$4,000	$1,500	[illegible]
E-12.4	Utilities	$4,597	$4,140	$3,300	[illegible]
E-12.5	see additional details		$3,300		
E-13	**TOTAL OPERATIONS**	$220,182	$285,314	$268,394	[illegible]

The **Operations Budget** outlines the funds used/to be used for non-administrative personnel, travel, operating supplies, and

Personnel services include gross salary for all non-administrative employees whose duties relate to providing the services for which the district or board was formed. Click the on the cell for more information.

Travel should include only travel related to providing the services for which the district or board was formed.

Operating supplies should include supplies specific to providing the services for which the district or board was formed. Some districts will include repairs and maintenance on equipment.

Program service costs are those directly associated with providing services, for which the entity was formed, to its constituency. For a list of examples, please see the "Special District Accounting Manual" under the "Budget Report Form" section.

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Proposed Budget

Clearview Improvement and Service District — FYE 6/30/2017

INDIRECT COSTS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 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		Commercial package - no	$6,068	$4,400	$4,400	[illegible]
E-14.6		Crime		$1,400	$1,400	[illegible]
E-14.7		ommercial package - not defin				
E-15	**Indirect payroll costs:**					
E-15.1		FICA (Social Security) taxes	$3,784	$4,178	$6,800	[illegible]
E-15.2		Workers Compensation	$0	$182	$750	[illegible]
E-15.3		Unemployment Taxes	$0	$0	$300	[illegible]
E-15.4		Retirement	$0	$0	$0	
E-15.5		Health Insurance	$0	$0	$0	
E-15.6		Other (Specify)				
E-15.7		Unpaid Fed. Taxes	$33,175			
E-15.8						
E-15.9						
E-16	**Depreciation Expenses**					
E-17	**TOTAL INDIRECT COSTS**		$43,027	$10,160	$13,650	[illegible]

Indirect costs are those which are not directly attributed to specific cost objects. Click on the cell for an example.

Insurance costs include the cost of any required surety bonds, as well as all other forms of

Separately list the employer's share of FICA, workers' compensation, unemployment taxes, the employer's share of retirement, health and/or life insurance or any other employee benefits. The employee's share of FICA and withholding should not be included here.

DEBT SERVICE BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
D-1	**Debt Service**					
D-1.1		Principal	$21,097	$20,724	$0	
D-1.2		Interest	$4,037	$1,800	$0	
D-1.3		Fees				
D-2	**TOTAL DEBT SERVICE**		$25,134	$22,524	$0	

The **debt service budget** needs to show both components of debt service, principal and interest.

Corresponding F-32 Section (F

PART 3 – DEBT OUTS

1. Outstanding at beginning of
2. Total issued during Fiscal ye
3. Total retired during Fiscal ye
4. Total outstanding at Fiscal Y

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Proposed Budget

Clearview Improvement and Service District — FYE 6/30/2017

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-1	**Balances at End of Fiscal Year**				
C-1.1	General Fund Checking Account Balance			$207,014	$207,014
C-1.2	Savings and Investments Account Balance			$40,592	$40,592
C-1.3	General Fund CD Balance			$50,000	$50,000
C-1.4	All Other Funds			$10,200	$10,200
C-1.5	Reserves (From Below)	$40,800	$81,600	$100,000	$100,000
C-1.6	**Total Estimated Cash and Investments on Hand**	$40,800	$81,600	$407,806	$407,806
C-2	**General Fund Reductions:**				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	$40,800	$81,600	$100,000	$100,000
C-2.3	**Total Deductions (a+b)**	$40,800	$81,600	$100,000	$100,000
C-2.4	**Estimated Non-Restricted Funds Available**	$0	$0	$307,806	$307,806

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-3					
C-3.1	Balance in Reserve Account, end of previous fiscal year.	$0	$40,800		
C-3.2	*Date of Reserve Approval in Minutes:*				
C-3.3	Amount to be added to the reserve	$40,800	$40,800		
C-3.4	*Date of Reserve Approval in Minutes:*				
C-3.5	SUB-TOTAL	$40,800	$81,600	$0	$0
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	*Date of Reserve Approval in Minutes:*				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	$0	$0	$0	$0
C-3.12	(Line 3 - Line 5)	$40,800	$81,600	$0	$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-4					
C-4.1	Balance in Reserve Account, beginning of budget year				
C-4.2	*Date of Reserve Approval in Minutes:* 6/14/2012				
C-4.3	Amount to be added to the reserve				
C-4.4	*Date of Reserve Approval in Minutes:*				
C-4.5	SUB-TOTAL	$0	$0	$0	$0
C-4.6	Reserves"				
C-4.7	a.				
C-4.8	b.				
C-4.9	c.				
C-4.10	*Date of Reserve Approval in Minutes:*				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	$0	$0	$0	$0
C-4.12	- Line 11)	$0	$0	$0	$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-5					
C-5.1	Balance in Reserve Account, beginning of budget year			$81,600	$81,600
C-5.2	*Date of Reserve Approval in Minutes:* 6/14/2012				
C-5.3	Amount to be added to the reserve			$18,400	$18,400
C-5.4	*Date of Reserve Approval in Minutes:*				
C-5.5	SUB-TOTAL	$0	$0	$100,000	$100,000
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	*Date of Reserve Approval in Minutes:*				
C-5.8	Balance to be retained in Assigned Fund Balance	$0	$0	$100,000	$100,000
C-5.9	TOTAL TO BE SPENT	$0	$0	$0	$0

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