

FYE 2016 BUDGET RECEIVED
\$871,445

FYE 2017 BUDGET REQUEST
\$823,992

FREMONT COUNTY, WYOMING

BUDGET REQUEST PACKET
FISCAL YEAR 2016 - 2017

DEPARTMENT NAME
COUNTY BUILDINGS

CHART OF ACCOUNT NUMBERS
100-9-1195

BUDGET VERSION
Final

PREPARED BY
JR Oakley

PHONE NUMBER
307-332-1082

EMAIL
jr.oakley@fremontcountywy.gov

BUDGET MESSAGE

DEPARTMENT COUNTY BUILDINGS

ANTICIPATED REVENUE STREAMS

The revenue the department received in 2016 was from the Rocky Mountain Power watt savings program that the New Justice Center qualified for. This is a one time return.

EXPENDITURE TRENDS

Due to the economic forecast from now through the year 2018, the trend is a reduction in expenditure trends of line items that are appropriate and controllable. Source Gas: The County is locked in to a three year rate of \$0.357 per therm. This budget will be year 2 of the 3. Even with the drastic changes in the gas market, I am finding the companies are loading production and transportation cost into the price for the upcoming year. At the end of the three years, we could see a significant change in this line item. Propane is a market price and difficult to predict the market and the weather, so I try to error on the high side. Solid waste rates have increased requiring this line item to trend upward over the last three years. With trash pick up competition now in Lander I will be soliciting proposals for Lander County buildings trash pick up. By purchasing some items from non-traditional companies, we are able to save. Consistent searching the internet for products has proven to be successful in purchasing products for less. The department reviewed each line item and made appropriate adjustments to a level the department will aggressively work to achieve.

BUDGET CHANGES FROM LAST YEAR

The direction of the County Commissioners was to make reasonable bare bones reduction to the budget. In reviewing each line item the adjustments made are aggressive and reasonable to maintain a level of operation for the public and employees. Over the past several budgets this department has focused its resources in the structural and infrastructure of county buildings. Which notable accomplishments in this area the re-focus towards this budget year was to be in the esthetic's and improvement in County Buildings. The directions for this budget will not allow these improvements for now. Our direction will be to try and just maintain the buildings as they are today.

FIVE YEAR PLAN

DEPARTMENT COUNTY BUILDINGS

1. SERVICE PRIORITIES

To maintain County owned property in its current state for maybe three years the review and increase money available to do improvement's. Provide an safe and secure building and area for the employees and public. Evaluating and making adjustments to our procedures to maintain a safe public experience and environment for employees.

2. EMPLOYEES and BENEFITS

Some department personal are listed as custodians. And yes we perform this function but department personnel preform many different building repair and maintenance issues daily with pride and a high skill level. "Custodian" personnel would not have allowed the department to achieve this level of maintenance for the county. The department's goal is to reclassify the appropriate personnel to a maintenance classification.

Stability and longevity are part of the County's employment package even in rough times. Health insurance and retirement cost are beginning to be a concern in that premiums are rising rapidly and salaries with little to no growth. The recruiting tools used in a government position are the benefits package. With benefits facing changes like premiums rising, Retirement with vacation and sick leave changes it is a concern that this recruiting tool may slip away.

3. FUNDING and REVENUE CHANGES

With a decline in County revenue for this budget year. The department reviewed each line item and made appropriate adjustments to a level ,the department will aggressively work to achieve.

4. MAINTENANCE or SECURITY ISSUES

The Dubois training house purchased 4 years ago needs roofed and painted at an approx. cost of 15k. These items were presented in detail in the Capital Revolving request last year. Due to limited funding this project was placed on the reserve list of this year. I would like to start replacing the carpet in the hall way in front of the assessor, treasure and clerk up to the front of the respective counters in budget 2015-2016 at an approx. Cost of 32K. Every year do a section of main hall carpet for two more years. To complete phase three of four estimated phases for the remote monitoring and control of the heating and cooling system at the court house approx. Cost of 30k. With the current financial out look these projects will be moved out 2 to 3 years now. We will watch the Building in Dubois It may need a new roof soon. There is still a couple of the smaller roofs at the court house that I am watching for new roofs. Once we have them done the Courthouse will be good for approx. 20 years.

CONTRACTUAL SERVICES - FYE 2017

DEPT: COUNTY BUILDINGS

	Contractor	Description of Services	Amount
1.	Bill Jones Plumbing	plumbing and repair	\$1,971
2.	City Plumbing	Plumbing and Repair	\$1,971
3.	Sweetwater Aire	Air Comditioning and Heating repair	\$1,971
4.	Johnson Controls	Heating and Air control	\$1,971
5.	Rocky Mountain Boiler	Boiler repair	\$1,972
6.	Electrial Dynamics	Electric Repair	\$1,972
7.	Emergency power	Generator Repair	\$1,972
8.			
9.			
10.			
TOTAL CONTRACTUAL SERVICES (69214)			\$13,800

SERVICE AGREEMENTS - FYE 2017

DEPT: COUNTY BUILDINGS

	Organization	Description	Amount
1.	Kone Elevators	Quarterly Service and Inspection of 3 elevators	\$3,310
2.	Band T Fire Extinguisher	Service and Certification of all Fire Extinguishers	\$275
3.	Emergency Power Systems	Service and test 6 emergency backup generators	\$1,000
4.	All West Fire Protection Systems	Certification of Sprinkler System	\$175
5.	Rocky Mountain Boiler	Cetification,Startup & Shut down 5 Boilers	\$6,800
6.	Sweetwater Aire	Quarterly Service and Inspectionair and heating	\$6,405
7.	Sentinel Security	security system moniorting	\$480
8.	Stoup Pest Control	Monthly Pest Control Lander Riverton	\$2,200
9.			
10.			
TOTAL SERVICE AGREEMENTS (65234)			\$20,645

DUES AND SUBSCRIPTIONS - FYE 2017

DEPT: COUNTY BUILDINGS

	Organization	Description	Amount
1.	Wyoming Custodian Association	To share and learn from other custodian mgrs.	\$10
2.	Wyoming dot com	Internet	\$100
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL DUES & SUBSCRIPTIONS (69250)			\$110

CAPITAL ASSETS - FYE 2017

DEPT: COUNTY BUILDINGS

DEPARTMENT PURCHASES (< \$10,000)					
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	PURCHASE AMOUNT	ESTIMATED LIFE (YRS)
1.	n/a			\$0	
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.	Courthouse south roof	JUL-SEP 2015	BUILDINGS & IMPROVEMENTS	\$60,000	20	3.5%	\$4,176
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2017)							\$64,600
TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)				\$60,000			\$68,776

SALARY AND BENEFIT WORKSHEET - FYE 2017

DEPT: COUNTY BUILDINGS

[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%	AVERILL, STEVE	CARPENTER	S	\$44,183	\$44,183	\$44,183	\$44,183	\$3,380	Hazard	\$1,189	Civilian	\$5,523		\$17,172	\$71,446
FT	100.0%	BARNES, ROBERT	CUSTODIAN	S	\$26,231	\$26,231	\$26,231	\$26,231	\$2,007	Hazard	\$706	Civilian	\$3,279		\$17,172	\$49,394
FT	100.0%	COZZENS, BRET	CUSTODIAN	S	\$35,486	\$35,486	\$35,486	\$35,486	\$2,715	Hazard	\$955	Civilian	\$4,436		\$17,172	\$60,763
FT	100.0%	CURTIS, ALLEN	CUSTODIAN	S	\$26,435	\$26,435	\$26,435	\$26,435	\$2,022	Hazard	\$711	Civilian	\$3,304		\$17,172	\$49,645
FT	100.0%	GOTHARD, LILA	CUSTODIAN	S	\$26,500	\$26,500	\$26,500	\$26,500	\$2,027	Hazard	\$713	Civilian	\$3,313		\$17,172	\$49,725
FT	100.0%	OAKLEY, GERALD	SUPERVISOR	S	\$52,839	\$52,839	\$52,839	\$52,839	\$4,042	Hazard	\$1,421	Civilian	\$6,605		\$17,172	\$82,079
FT	100.0%	TREHEARNE, DARBY	CUSTODIAN	S	\$28,000	\$28,000	\$28,000	\$28,000	\$2,142	Hazard	\$753	Civilian	\$3,500		\$17,172	\$51,567
FT	100.0%	WILKINSON, JULIA	CUSTODIAN	S	\$26,714	\$26,714	\$26,714	\$26,714	\$2,044	Hazard	\$719	Civilian	\$3,339		\$17,172	\$49,987
NO	100.0%	STALDER, MICHAEL	CUSTODIAN	S	\$3,000	\$3,000	\$3,000	\$3,000	\$230	Hazard	\$81		\$0		\$0	\$3,310
					\$0	\$0	\$0	\$0	\$0		\$0		\$0			\$0
					\$0	\$0	\$0	\$0	\$0		\$0		\$0			\$0
		Sub Totals			\$269,388	\$269,388	\$269,388	\$269,388	\$20,608		\$7,247		\$33,299		\$137,376	\$467,917
		OT Total						\$0	\$0		\$0		\$0		\$0	\$0
		Holiday Total						\$0	\$0		\$0		\$0		\$0	\$0
		Grand Total			\$269,388	\$269,388	\$269,388	\$269,388	\$20,609		\$7,247		\$33,299		\$137,376	\$467,918

ELECTED OFFICIAL SALARIES	\$0
DEPUTY SALARIES	\$0
CLERK/DISPATCHER SALARIES	\$0
SUPERVISOR/CLERICAL SALARIES	\$269,388

CHART OF ACCOUNTS WORKSHEET - FYE 2017

DEPT: COUNTY BUILDINGS

[back to instructions](#)

							FYE 2016 BUDGET COMPARISON	\$15,433				
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
100-9-1195-43150	JTPA SALARY REIMB	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
100-9-1195-43270	FEDERAL INDIRECT CAPITAL GRANT	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
100-9-1195-43490	STATE OPERATING GRANT	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
100-9-1195-44660	RENT/LEASE INCOME	\$0	\$0	\$0	\$21,600	\$774		\$774		-\$21,600		
100-9-1195-48564	WRITEOFF ACCOUNTS RECEIVABLE	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
100-9-1195-48890	OTHER MISC REVENUES	\$250	\$21	\$0	\$0	\$3,756		\$3,756	\$12,000	\$12,000	\$12,000	Agreement with Guardian for cleaning and maintenance
100-9-1195-49218	TRANSFER FR EMERGENCY PREP	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
100-9-1195-49407	TRANSFER FR ENERGY RETROFIT CPF	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
100-9-1195-49650	TRANSFER FR HEALTH PLAN	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
	REVENUE TOTALS:	\$250	\$21	\$0	\$21,600	\$4,530	\$0	\$4,530	\$12,000	-\$9,600	\$12,000	
100-9-1195-51130	SAL SUPERS/MISC/CLERICAL	\$221,886	\$229,804	\$242,005	\$264,786	\$136,458	\$135,020	\$271,478	\$269,388	\$4,602	\$269,388	
100-9-1195-51170	Overtime Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1195-52210	HEALTH & LIFE INSURANCE (INTRA	\$89,404	\$106,600	\$109,180	\$136,000	\$64,877	\$65,850	\$130,727	\$137,376	\$1,376	\$137,376	
100-9-1195-52220	SOCIAL SECURITY-EMPLOYER	\$16,135	\$16,666	\$17,750	\$20,257	\$10,029	\$10,029	\$20,058	\$20,609	\$352	\$20,609	
100-9-1195-52240	WORKERS COMPENSATION	\$4,260	\$4,320	\$5,687	\$5,217	\$2,688	\$2,688	\$5,376	\$7,247	\$2,030	\$7,247	
100-9-1195-52250	WYOMING RETIREMENT	\$27,485	\$29,590	\$32,677	\$40,740	\$18,224	\$18,224	\$36,448	\$33,299	-\$7,441	\$33,299	
100-9-1195-65110	ELECTRICITY	\$108,813	\$113,809	\$115,498	\$121,000	\$63,172	\$60,043	\$123,215	\$118,000	-\$3,000	\$118,000	
100-9-1195-65120	NATURAL GAS	\$68,440	\$72,727	\$64,630	\$52,000	\$19,680	\$43,320	\$63,000	\$47,000	-\$5,000	\$47,000	
100-9-1195-65140	TRASH REMOVAL	\$13,584	\$13,476	\$15,051	\$15,000	\$8,341	\$6,659	\$15,000	\$14,000	-\$1,000	\$14,000	
100-9-1195-65150	WATER AND SEWER	\$23,042	\$18,941	\$21,162	\$23,000	\$10,990	\$10,990	\$21,980	\$20,000	-\$3,000	\$20,000	
100-9-1195-65234	SERVICE AGREEMENTS	\$13,581	\$18,241	\$12,845	\$20,645	\$7,033	\$8,000	\$15,033	\$20,645	\$0	\$20,645	
100-9-1195-65428	RENTALS	\$0	\$0	\$0	\$200	\$61	\$0	\$61	\$0	-\$200	\$0	
100-9-1195-65458	RENTALS (INTRA)	\$39,239	\$55,181	\$61,934	\$63,684	\$39,218	\$29,701	\$68,919	\$68,776	\$5,092	\$68,776	
100-9-1195-69110	ADVERTISING-OTHER	\$78	\$0	\$245	\$600	\$0	\$0	\$0	\$0	-\$600	\$0	
100-9-1195-69214	CONTRACTUAL SERVICES	\$12,198	\$20,526	\$19,982	\$18,544	\$9,718	\$7,500	\$17,218	\$13,800	-\$4,744	\$13,800	
100-9-1195-69250	DUES, SUBSCRIPTIONS	\$87	\$106	\$102	\$110	\$80	\$50	\$130	\$110	\$0	\$110	
100-9-1195-69450	INSURANCE, BONDS	\$0	\$0	\$1,165	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1195-69530	LAUNDRY	\$574	\$1,713	\$1,809	\$2,806	\$938	\$1,452	\$2,390	\$1,500	-\$1,306	\$1,500	
100-9-1195-69550	MISC. SERVICES & CHARGES	\$69	\$1,377	\$157	\$70	\$28	\$50	\$78	\$0	-\$70	\$0	
100-9-1195-69710	TELEPHONE	\$596	\$726	\$796	\$786	\$426	\$420	\$846	\$900	\$114	\$900	
100-9-1195-69720	TRAINING SEMINARS	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	-\$2,000	\$0	
100-9-1195-69730	TRAVEL EXPENSE	\$0	\$159	\$861	\$1,000	\$396	\$0	\$396	\$0	-\$1,000	\$0	

CHART OF ACCOUNTS WORKSHEET - FYE 2017

DEPT: COUNTY BUILDINGS

[back to instructions](#)

							FYE 2016 BUDGET COMPARISON	\$15,433				
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
100-9-1195-75210	GENERAL OFFICE SUPPLIES	\$27	\$73	\$44	\$50	\$0	\$40	\$40	\$0	-\$50	\$0	
100-9-1195-75214	POSTAGE	\$18	\$30	\$43	\$50	\$21	\$21	\$42	\$0	-\$50	\$0	
100-9-1195-75221	BUILDING REPAIRS	\$15,184	\$11,462	\$13,774	\$14,000	\$6,744	\$5,256	\$12,000	\$12,842	-\$1,158	\$12,842	
100-9-1195-75224	VEHICLE FUEL	\$6,141	\$6,600	\$8,279	\$8,000	\$3,753	\$3,500	\$7,253	\$6,000	-\$2,000	\$6,000	
100-9-1195-75225	UNIFORMS	\$510	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1195-75227	OPERATING SUPPLIES	\$16,177	\$17,384	\$20,041	\$20,000	\$10,830	\$8,500	\$19,330	\$18,000	-\$2,000	\$18,000	
100-9-1195-75228	COMPUTER SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1195-75231	MATERIALS	\$9,051	\$11,596	\$9,016	\$17,000	\$2,528	\$3,500	\$6,028	\$13,000	-\$4,000	\$13,000	
100-9-1195-75610	EQUIPMENT LESS THAN \$1000	\$3,381	\$4,144	\$4,343	\$2,000	\$2,625	\$500	\$3,125	\$1,500	-\$500	\$1,500	
100-9-1195-75611	BUILDING IMPROVEMENTS < 10000	\$23,640	\$7,160	\$10,529	\$20,000	\$13,841	\$2,000	\$15,841	\$0	-\$20,000	\$0	
100-9-1195-85002	BUILDINGS AND IMPROVE >10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1195-85003	MACHINERY & EQUIP > 1,000	\$0	\$0	\$0	\$1,900	\$0	\$0	\$0	\$0	-\$1,900	\$0	
100-9-1195-85005	OFFICE FURNITURE > 1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-9-1195-96610	TRANSFER TO CAPITAL REVOLVING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	EXPENDITURE TOTALS:	\$713,601	\$762,411	\$789,606	\$871,445	\$432,699	\$423,313	\$856,012	\$823,992	-\$47,453	\$823,992	

EXECUTIVE SUMMARY - FYE 2017

DEPT: COUNTY BUILDINGS

ACCOUNT NUMBERS: 100-9-1195

[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	\$21,600	\$774	\$0	-\$21,600	\$0
Investment Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$250	\$21	\$0	\$0	\$3,756	\$12,000	\$12,000	\$12,000
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:	\$250	\$21	\$0	\$21,600	\$4,530	\$12,000	-\$9,600	\$12,000

EXPENDITURES:								
Salaries	\$221,886	\$229,804	\$242,005	\$264,786	\$271,478	\$269,388	\$4,602	\$269,388
Employee Benefits	\$137,284	\$157,177	\$165,294	\$202,214	\$192,609	\$198,531	-\$3,683	\$198,531
Property Services	\$266,700	\$292,376	\$291,121	\$295,529	\$307,209	\$288,421	-\$7,108	\$288,421
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$13,603	\$24,606	\$25,117	\$25,916	\$21,057	\$16,310	-\$9,606	\$16,310
Supplies & Materials	\$74,129	\$58,448	\$66,069	\$81,100	\$63,659	\$51,342	-\$29,758	\$51,342
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$1,900	\$0	\$0	-\$1,900	\$0
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES:	\$713,601	\$762,411	\$789,606	\$871,445	\$856,012	\$823,992	-\$47,453	\$823,992

