

FYE 2019 BUDGET RECEIVED

\$1,310,090

FYE 2020 BUDGET REQUEST

\$1,302,263

FREMONT COUNTY, WYOMING

BUDGET REQUEST PACKET

FISCAL YEAR 2019 - 2020

DEPARTMENT NAME

Attorney

CHART OF ACCOUNT NUMBERS

100-2-1221

BUDGET VERSION

1

PREPARED BY

Patrick LeBrun

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BUDGET MESSAGE

DEPARTMENT Attorney

ANTICIPATED REVENUE STREAMS

Two separate revenue streams are anticipated attributed to the County Attorney's Office

1) County Attorney and Deputy reimbursement from the State of Wyoming.

(a) Approximately \$45,500.00 for the County Attorney

(b) Approximately \$180,000.00 for the 6 deputies

2) Copies and printed materials reimbursement \$1,600.00

EXPENDITURE TRENDS

The Office is not expecting any expenditure trends, out of the ordinary, accept for a replacement Scanner for the Lander Office. The previous scanner purchased around 2012 has worn out.

BUDGET CHANGES FROM LAST YEAR

This Office anticipates a slight overall budget request reduction over 18-19, primarily owing to salary line item reduction, paying off remaining capital revolving and prior year purchase of computers.

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 Attorney

1. CAPITAL BUDGETING - List and explain upcoming needs, including anticipated capital revolving fund requests:

In the coming years, the Office will need to begin replacing its vehicles.

2. SERVICE PRIORITIES:

The Fremont County Attorney's Office will focus on providing competent and sound legal advice to the Commissioners, elected officials and department heads.

The Fremont County Attorney's Office will focus on aggressively prosecuting violent crime, as well as a renewed focus on reducing shoplifting/ theft related offenses.

3. EMPLOYEES and BENEFITS:

The Fremont County Attorney's Office will continue to focus on professional growth of its deputy attorneys and legal secretaries.

4. FUNDING and REVENUE CHANGES:

The Fremont County Attorney's Office will continue to focus on accomplishing its service priorities and goals with minimal budgetary increases.

5. MAINTENANCE or SECURITY ISSUES:

The Fremont County Attorney's Office vehicle fleet is beginning to age.

GRANT SUMMARY - FYE 2020

DEPT: Attorney

	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.							
TOTAL				\$0			

CONTRACTUAL SERVICES - FYE 2020

DEPT: Attorney

	Contractor	Description of Services	Amount
1.	Expert Witness/ Specialized Legal Services		\$6,500
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL CONTRACTUAL SERVICES (69214)			\$6,500

SERVICE AGREEMENTS - FYE 2020

DEPT: Attorney

	Organization	Description	Amount
1.	Neo Post, USA	Postage Meter, Riverton Office	\$1,100
2.	Judicial Dialog Systems	Program maintenance	\$11,000
3.	Business Mailing Solutions	Postage Meter, Riverton Office	\$800
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL SERVICE AGREEMENTS (65234)			\$12,900

DUES AND SUBSCRIPTIONS - FYE 2020

DEPT: Attorney

	Organization	Description	Amount
1.	Lexis	Legal Research	\$7,140
2.	Wyoming.com	Internet Access	\$2,000
3.	Matthew Bender & Co	Statute Books Updates	\$2,500
4.	Lander Journal/ Riverton Ranger	Newspaper	\$100
5.	Wyoming County and Prosecutors Ass.	Association Dues	\$700
6.	National District Attorney's Ass.	Association Dues	\$100
7.	Pacer Service Center	Fees	\$200
8.	Wyoming Bar Association Dues	Annual Bar Dues	\$2,500
9.			
10.			
TOTAL DUES & SUBSCRIPTIONS (69250)			\$15,240

CAPITAL ASSETS - FYE 2020

DEPT: Attorney

DEPARTMENT PURCHASES (ASSETS BETWEEN \$1,000 AND \$10,000)					
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	PURCHASE AMOUNT	ESTIMATED LIFE (YRS)
1.	Canon Scanner- image FORMULA DR-G2110	JUL-SEP 2019	MACHINERY & EQUIPMENT	\$5,100	5
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL - DEPARTMENT PURCHASES (ASSETS BETWEEN \$1,000 AND \$10,000)				\$5,100	

85001	LAND	\$0
85002	BUILDINGS & IMPROVEMENTS	\$0
85003	MACHINERY & EQUIPMENT	\$5,100
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 AND ALL VEHICLES)							
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	AUTHORIZED AMOUNT	ESTIMATED LIFE (YRS)	INTEREST RATE	EST FYE 2020 RENTAL AMT
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2020)							\$261
TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 OR MORE AND ALL VEHICLES)				\$0			\$261

SALARY AND BENEFIT WORKSHEET - FYE 2020

DEPT: Attorney

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Select FT / PT / NO BENEFITS	% of wage in this Dept	Employee Name	Job Title	Select Salary Acct	FYE 2019 Annual Base Salary TOTAL all departments	FYE 2019 Annual Base Salary by % this Dept.	FYE 2020 Proposed Base Salary TOTAL all departments	FYE 2020 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%	DARROUGH, JODI	CHIEF CIVIL DEPUTY ATTORNEY	D	\$77,200	\$77,200	\$77,200	\$77,200	\$5,906	Hazard	\$1,598	Public Empl	\$10,036		\$17,844	\$112,584
FT	100.0%	DOOLEY, THEIL	LEGAL SECRETARY	C	\$46,200	\$46,200	\$46,200	\$46,200	\$3,534	Clerical	\$152	Public Empl	\$6,006		\$17,844	\$73,737
FT	100.0%	GRISWOLD, ZACHARY	DEPUTY COUNTY ATTORNEY II	D	\$67,700	\$67,700	\$67,700	\$67,700	\$5,179	Hazard	\$1,401	Public Empl	\$8,801		\$17,844	\$100,925
FT	100.0%	HANCOCK, TIMOTHY	CHIEF DEPUTY ATTY-CRIM/JUV	D	\$77,000	\$77,000	\$77,000	\$77,000	\$5,891	Hazard	\$1,594	Public Empl	\$10,010		\$17,844	\$112,338
FT	100.0%	HILYARD, SHANNON	LEGAL SECRETARY	C	\$37,800	\$37,800	\$37,800	\$37,800	\$2,892	Hazard	\$782	Public Empl	\$4,914		\$17,844	\$64,232
FT	100.0%	LEBRUN, PATRICK	COUNTY ATTORNEY	E	\$91,327	\$91,327	\$91,827	\$91,827	\$7,025	Hazard	\$1,901	Public Empl	\$11,938		\$17,844	\$130,534
FT	100.0%	LONG, MAY LYNN	LEGAL SECRETARY	C	\$39,700	\$39,700	\$39,700	\$39,700	\$3,037	Clerical	\$131	Public Empl	\$5,161		\$17,844	\$65,873
FT	100.0%	MALONEY, PATRICK	LEGAL SECRETARY	C	\$31,200	\$31,200	\$31,200	\$31,200	\$2,387	Clerical	\$103	Public Empl	\$4,056		\$17,844	\$55,590
FT	100.0%	OAKLEY, EMBER	ASSISTANT COUNTY ATTORNEY	D	\$77,628	\$77,628	\$78,053	\$78,053	\$5,971	Hazard	\$1,616	Public Empl	\$10,147		\$17,844	\$113,631
FT	100.0%	STEBNER, DANIEL	DEPUTY COUNTY ATTORNEY III	D	\$70,950	\$70,950	\$70,950	\$70,950	\$5,428	Hazard	\$1,469	Public Empl	\$9,224		\$17,844	\$104,914
FT	100.0%	STOUDT, SALLY	LEGAL SECRETARY	C	\$33,200	\$33,200	\$33,200	\$33,200	\$2,540	Clerical	\$110	Public Empl	\$4,316		\$17,844	\$58,009
FT	100.0%	THAIN, KRISTY	LEGAL SECRETARY	C	\$31,200	\$31,200	\$31,200	\$31,200	\$2,387	Clerical	\$103	Public Empl	\$4,056		\$17,844	\$55,590
FT	100.0%	WHITE, VANCE	ADMIN ASSISTANT	C	\$39,000	\$39,000	\$39,000	\$39,000	\$2,984	Hazard	\$807	Public Empl	\$5,070		\$17,844	\$65,705
FT	100.0%	WYATT, MICAH	DEPUTY COUNTY ATTORNEY I	D	\$61,200	\$61,200	\$61,200	\$61,200	\$4,682	Hazard	\$1,267	Public Empl	\$7,956		\$17,844	\$92,949
						\$0	\$0	\$0	\$0		\$0		\$0			\$0
						\$0	\$0	\$0	\$0		\$0		\$0			\$0
						\$0	\$0	\$0	\$0		\$0		\$0			\$0
		Sub Totals			\$781,305	\$781,305	\$782,230	\$782,230	\$59,841		\$13,034		\$101,690		\$249,816	\$1,206,611
		OT Total						\$0	\$0		\$0		\$0		\$0	\$0
		Holiday Total						\$0	\$0		\$0		\$0		\$0	\$0
		Grand Total			\$781,305	\$781,305	\$782,230	\$782,230	\$59,841		\$13,035		\$101,690		\$249,816	\$1,206,612

ELECTED OFFICIAL SALARIES	\$91,827
DEPUTY SALARIES	\$432,103
CLERK/DISPATCHER SALARIES	\$258,300
SUPERVISOR/CLERICAL SALARIES	\$0

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: **Attorney**

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Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	FYE 2020 Diff. from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
100-2-1221-44250	COPIES & PRINTED MATERIALS	\$5,454	\$3,561	\$3,959	\$2,000	\$803	\$800	\$1,603	-\$397	\$1,600	-\$400	\$1,600	
100-2-1221-44400	REIMBURSEMENTS	\$291,273	\$249,631	\$225,664	\$225,000	\$0	\$225,000	\$225,000	\$0	\$225,000	\$0	\$225,000	
100-2-1221-48380	PRIVATE GRANTS FOR OPERATIONS	\$2,500	\$1,311	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-2-1221-48890	OTHER MISC REVENUES	\$0	\$0	\$273	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	REVENUE TOTALS:	\$299,226	\$254,503	\$229,895	\$227,000	\$803	\$225,800	\$226,603	-\$397	\$226,600	-\$400	\$226,600	
100-2-1221-51100	SALARIES-ELECTED OFFICIAL	\$87,577	\$89,077	\$90,578	\$91,327	\$45,663	\$45,663	\$91,326	-\$1	\$91,827	\$500	\$91,827	
100-2-1221-51110	SALARIES-DEPUTIES	\$477,752	\$420,957	\$424,250	\$431,878	\$218,209	\$216,051	\$434,260	\$2,382	\$432,103	\$225	\$432,103	
100-2-1221-51120	SALARIES-CLERKS/DISPATCHR	\$278,906	\$282,401	\$254,805	\$262,400	\$127,703	\$130,050	\$257,753	-\$4,647	\$258,300	-\$4,100	\$258,300	
100-2-1221-52210	HEALTH & LIFE INSURANCE (INTRA	\$204,466	\$225,873	\$232,848	\$246,792	\$120,762	\$118,736	\$239,498	-\$7,294	\$249,816	\$3,024	\$249,816	
100-2-1221-52220	SOCIAL SECURITY-EMPLOYER	\$62,380	\$58,367	\$56,162	\$60,099	\$28,661	\$29,920	\$58,581	-\$1,518	\$59,841	-\$258	\$59,841	
100-2-1221-52230	UNEMPLOYMENT INSURANCE	\$0	\$7,932	\$4,270	\$0	\$3,660	\$0	\$3,660	\$3,660	\$0	\$0	\$0	
100-2-1221-52240	WORKERS COMPENSATION	\$12,018	\$14,850	\$12,589	\$15,370	\$6,897	\$7,700	\$14,597	-\$773	\$13,035	-\$2,335	\$13,035	
100-2-1221-52250	WYOMING RETIREMENT	\$128,429	\$98,908	\$96,202	\$100,165	\$48,290	\$50,100	\$98,390	-\$1,775	\$101,690	\$1,525	\$101,690	
100-2-1221-65232	EQUIPMENT REPAIR	\$0	\$693	\$0	\$300	\$0	\$300	\$300	\$0	\$300	\$0	\$300	
100-2-1221-65234	SERVICE AGREEMENTS	\$12,940	\$12,842	\$12,095	\$12,900	\$12,072	\$1,000	\$13,072	\$172	\$12,900	\$0	\$12,900	
100-2-1221-65428	RENTALS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-2-1221-65458	RENTALS (INTRA)	\$9,731	\$8,865	\$6,792	\$4,219	\$2,655	\$1,564	\$4,219	\$0	\$261	-\$3,958	\$261	
100-2-1221-69110	ADVERTISING-OTHER	\$250	\$95	\$0	\$0	\$275	\$100	\$375	\$375	\$250	\$250	\$250	
100-2-1221-69214	CONTRACTUAL SERVICES	\$20,059	\$15,035	\$2,177	\$6,500	\$0	\$5,600	\$5,600	-\$900	\$6,500	\$0	\$6,500	
100-2-1221-69250	DUES, SUBSCRIPTIONS	\$19,251	\$14,004	\$9,776	\$15,240	\$7,429	\$7,500	\$14,929	-\$311	\$15,240	\$0	\$15,240	
100-2-1221-69450	INSURANCE, BONDS	\$500	\$0	\$130	\$200	\$160	\$100	\$260	\$60	\$200	\$0	\$200	
100-2-1221-69480	JURORS, WITNESS FEES	\$7,186	\$3,476	\$3,162	\$7,400	\$1,118	\$4,200	\$5,318	-\$2,082	\$7,400	\$0	\$7,400	
100-2-1221-69550	MISC. SERVICES & CHARGES	\$872	\$162	\$452	\$100	\$12	\$150	\$162	\$62	\$100	\$0	\$100	
100-2-1221-69710	TELEPHONE	\$7,496	\$4,404	\$3,875	\$4,500	\$1,842	\$1,842	\$3,684	-\$816	\$4,500	\$0	\$4,500	
100-2-1221-69720	TRAINING SEMINARS	\$1,249	\$280	\$1,699	\$2,000	\$1,368	\$1,500	\$2,868	\$868	\$2,400	\$400	\$2,400	
100-2-1221-69730	TRAVEL EXPENSE	\$6,588	\$2,687	\$4,884	\$4,000	\$1,182	\$2,400	\$3,582	-\$418	\$4,500	\$500	\$4,500	
100-2-1221-75210	GENERAL OFFICE SUPPLIES	\$5,803	\$2,639	\$3,135	\$4,000	\$1,298	\$2,700	\$3,998	-\$2	\$4,000	\$0	\$4,000	
100-2-1221-75211	PRINTED OFFICE SUPPLIES	\$198	\$132	\$656	\$100	\$187	\$350	\$537	\$437	\$200	\$100	\$200	
100-2-1221-75214	POSTAGE	\$4,447	\$2,941	\$2,768	\$4,000	\$893	\$2,500	\$3,393	-\$607	\$4,000	\$0	\$4,000	
100-2-1221-75216	COPIER SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-2-1221-75224	VEHICLE FUEL	\$1,145	\$840	\$1,240	\$1,400	\$788	\$850	\$1,638	\$238	\$1,600	\$200	\$1,600	
100-2-1221-75227	OPERATING SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-2-1221-75228	COMPUTER SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-2-1221-75610	EQUIPMENT LESS THAN \$1000	\$2,490	\$50	\$444	\$9,000	\$0	\$9,000	\$9,000	\$0	\$0	-\$9,000	\$0	
100-2-1221-85003	MACHINERY & EQUIP > 1,000	\$0	\$0	\$7,144	\$0	\$0	\$0	\$0	\$0	\$5,100	\$5,100	\$5,100	
100-2-1221-85005	OFFICE FURNITURE > 1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-2-1221-85006	COMPUTER SOFTWARE > 1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-2-1221-96240	TRANSFER TO VICTIMS OF CRIME	\$24,749	\$26,626	\$21,529	\$26,200	\$13,100	\$13,100	\$26,200	\$0	\$26,200	\$0	\$26,200	
	EXPENDITURE TOTALS:	\$1,376,484	\$1,294,136	\$1,253,662	\$1,310,090	\$644,226	\$652,976	\$1,297,202	-\$12,888	\$1,302,263	-\$7,827	\$1,302,263	

EXECUTIVE SUMMARY - FYE 2020

DEPT: Attorney
ACCOUNT NUMBERS: 100-2-1221

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	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget
REVENUES:									
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	\$296,726	\$253,192	\$229,622	\$227,000	\$226,603	-\$397	\$226,600	-\$400	\$226,600
Investment Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$2,500	\$1,311	\$273	\$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
TOTAL REVENUES:	\$299,226	\$254,503	\$229,895	\$227,000	\$226,603	-\$397	\$226,600	-\$400	\$226,600

EXPENDITURES:									
Salaries	\$844,236	\$792,435	\$769,633	\$785,605	\$783,339	-\$2,266	\$782,230	-\$3,375	\$782,230
Employee Benefits	\$407,293	\$405,931	\$402,072	\$422,426	\$414,727	-\$7,699	\$424,382	\$1,956	\$424,382
Property Services	\$22,671	\$22,400	\$18,886	\$17,419	\$17,591	\$172	\$13,461	-\$3,958	\$13,461
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$63,451	\$40,143	\$26,155	\$39,940	\$36,777	-\$3,163	\$41,090	\$1,150	\$41,090
Supplies & Materials	\$14,083	\$6,601	\$8,243	\$18,500	\$18,567	\$67	\$9,800	-\$8,700	\$9,800
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$7,144	\$0	\$0	\$0	\$5,100	\$5,100	\$5,100
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$24,749	\$26,626	\$21,529	\$26,200	\$26,200	\$0	\$26,200	\$0	\$26,200
TOTAL EXPENDITURES:	\$1,376,484	\$1,294,136	\$1,253,662	\$1,310,090	\$1,297,202	-\$12,888	\$1,302,263	-\$7,827	\$1,302,263