

Proposed Budget

NATRONA COUNTY WEED and PEST DISTRICT	
Budget Hearing Information	
6819 W. YELLOWSTONE	Location: DISTRICT OFFICE, 6819 W. YELLOWSTONE, C
CASPER, WY 82604	Date: 7/20/2022
307-472-5559	Time: 1:00 PM
Natrona County	Budget Prepared by: BRIAN CONNELLY, SUPERVISOR

S-A BUDGET MESSAGE W.S. 16-12-403 (c)

FY2021-2022 was adequately funded, safe and productive with some challenges. We employed 15 seasonals, covered all our weed project areas and had no lost time accidents and no COVID19 with seasonal employees. We had a couple of mild breakthrough COVID 19 cases in full-time vaccinated Staff. We had various grasshopper outbreaks in the County that were treated successfully. However, we missed a substantial grasshopper outbreak in the Red Wall area that caused substantial damage to forage. By late fall last year we knew that that area may be the source of a major grasshopper outbreak this year. Traditionally large contiguous grasshopper outbreaks with a high percentage of Federal lands are treated through USDA's APHIS/PPQ program. Unfortunately, this entity will NOT have the Budget to accomplish that this year (June of 2022). We have requested and recieved (albeit reduced) funding through an Emergency Insect Management Grant of \$60,000. We have requested BLM to fund that portion of the program treating BLM lands. If that goes through, and they are working hard on it now, then we will be able to treat a potential large scale outbreak. To reiterate this timeline; this will happen in June of 2022. For this Fiscal Year proposed Budget (FY 2022-2023), we plan to increase our Emergency Reserves from \$25,000 to \$50,000 in anticipation of another potential grasshopper outbreak. We are allowing a 5% COLA for all fulltime Staff and have increased Seasonal wages to \$15.00/hour starting wage. The remainder of the Proposed Budget will remain the same as this year's Budget. We will be able to accomplish our charter of "controlling noxious weeds and pests" on the 3.2 million acres that we in Natrona County call home. We respectfully request the 1 mill tax levy afforded by statute.

S-B RESERVE DESCRIPTION

FY2021-2022 Reserves are \$25,0000 Depreciation and \$25,000 Emergency Reserves. We plan to expend the Emergency Reserves in June of 2021 on a Grasshopper outbreak expected in the County. FY2022-2023 Reserves will be \$25,000 Depreciation and an increase to \$50,000 Emergency Reserves in anticipation of a potential Grasshopper outbreak June 2023.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
JASON GUTIERREZ	12/31/24	<input checked="" type="checkbox"/> Yes
WESLEY WATERS	12/31/24	
DONNIE WILLIAMS	12/31/24	
GREG WERGER	12/31/22	
JIM GERHART	12/31/22	
MIKE GILMORE	12/31/22	
SHANE SMITHEY	12/31/22	

If Yes, enter

Address of office:	6819 West Yellowstone Highway
City, State, Zip:	Casper, WY 82604
Phone Number:	(307) 472-5559
Hours Open:	7:30AM-4:00PM, M-F

Where are the minutes of your board meeting available for public review?
 DISTRICT OFFICE, 6819 W. YELLOWSTONE, CASPER, WY 82604

How and where are the notices of meeting posted for the public?
 NATRONA COUNTY GOVERNMENT WEBSITE

Where are the public meetings held?
 6819 WEST YELLOWSTONE, CASPER, WYOMING 82604

PROPOSED BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$2,054,426	\$2,131,825	\$2,537,691	\$2,537,691
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	-\$25,000	-\$25,000
S-4	Total General Fund and Forecasted Revenues Available	\$2,807,717	\$2,748,842	\$2,623,986	\$2,623,986
S-5	<i>Amount requested from County Commissioners</i>	\$1,585,010	\$1,452,251	\$1,504,836	\$1,504,836
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-7	Operating Revenues	\$286,183	\$335,458	\$250,000	\$250,000
S-8	Tax levy (From the County Treasurer)	\$1,274,107	\$1,354,836	\$1,354,836	\$1,354,836
S-9	Government Support	\$65,000	\$65,000	\$65,000	\$65,000
S-10	Grants	\$83,000	\$105,431	\$45,000	\$45,000
S-11	Other County Support (Not from Co. Treas.)	\$310,903	\$97,415	\$150,000	\$150,000
S-12	Miscellaneous	\$120,524	\$122,702	\$73,100	\$73,100
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$2,139,717	\$2,080,842	\$1,937,936	\$1,937,936
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FY 7/1/22-6/30/23

NATRONA COUNTY WEED and PEST DISTRICT

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-15	Capital Outlay	\$14,574	\$58,300	\$67,000	\$67,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$163,803	\$210,809	\$250,735	\$250,735
S-18	Operations	\$1,674,090	\$1,640,840	\$1,927,956	\$1,927,956
S-19	Indirect Costs	\$201,959	\$196,876	\$242,000	\$242,000
S-20R	Expenditures paid by Reserves	\$0	\$25,000	\$50,000	\$50,000
S-20	Total Expenditures	\$2,054,426	\$2,131,825	\$2,537,691	\$2,537,691

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$668,000	\$668,000	\$686,050	\$686,050

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$50,000	\$50,000	\$50,000	\$50,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$50,000	\$50,000	\$50,000	\$50,000
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$25,000	\$25,000	\$25,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$25,000	\$25,000	\$25,000
S-31	Subtotal	\$50,000	\$75,000	\$75,000	\$75,000
S-32	Less Total to be spent	\$0	\$25,000	\$50,000	\$50,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$50,000	\$50,000	\$25,000	\$25,000

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 6819 W. YELLOWSTONE
CASPER, WY 82604

PREPARED BY: BRIAN CONNELLY, SUPERVISOR

DISTRICT PHONE: 307-472-5559

Proposed Budget

NATRONA COUNTY WEED and PEST DISTRICT
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2023

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$1,274,107	\$1,354,836	\$1,354,836	\$1,354,836
R-1.2 Other County Support (see note on the right)	4005	\$310,903	\$97,415	\$150,000	\$150,000

FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
R-2 Revenues from Other Governments					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237	\$65,000	\$65,000	\$65,000	\$65,000
R-2.4 Other (Specify)	4237				
R-2.5 Total Government Support		\$65,000	\$65,000	\$65,000	\$65,000
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$25,016	\$193,304	\$150,000	\$150,000
R-3.2 Sales of Goods or Services	4300	\$261,167	\$142,154	\$100,000	\$100,000
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$286,183	\$335,458	\$250,000	\$250,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$83,000	\$105,431	\$45,000	\$45,000
R-4.4 Total Grants		\$83,000	\$105,431	\$45,000	\$45,000
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$3,145	\$3,100	\$3,100	\$3,100
R-5.2 Other: Specify <u>City of Casper/Admin, tec</u>	4500	\$117,379	\$119,602	\$70,000	\$70,000
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$120,524	\$122,702	\$73,100	\$73,100
R-5.5 Total Forecasted Revenue		\$554,707	\$628,591	\$433,100	\$433,100
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Proposed Budget

NATRONA COUNTY WEED and PEST DISTRICT
 NAME OF DISTRICT/BOARD

FYE 6/30/2023

CAPITAL OUTLAY BUDGET

DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-1 Capital Outlay				
E-1.1 Real Property	6201 \$0	\$0	\$5,000	\$5,000
E-1.2 Vehicles	6210 \$2,761	\$34,000	\$35,000	\$35,000
E-1.3 Office Equipment	6211 \$0	\$3,000	\$4,000	\$4,000
E-1.4 Other (Specify)				
E-1.5 <u>SPRAY EQUIP.</u>	6200 \$113	\$3,000	\$3,000	\$3,000
E-1.6 <u>MISC. TOOLS/EQUIP</u>	6200 \$3,752	\$300	\$2,000	\$2,000
E-1.7 <u>see additional details</u>	\$7,948	\$18,000	\$18,000	\$18,000
E-1.8 TOTAL CAPITAL OUTLAY	\$14,574	\$58,300	\$67,000	\$67,000

ADMINISTRATION BUDGET

DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-2 Personnel Services				
E-2.1 Administrator	7002 \$69,773	\$74,214	\$77,907	\$77,907
E-2.2 Secretary	7003 \$47,027	\$46,917	\$50,638	\$50,638
E-2.3 Clerical	7004 \$0	\$0	\$1,500	\$1,500
E-2.4 Other (Specify)				
E-2.5 <u>PENSION EXPENSES</u>	7005			
E-2.6 <u>COMPENSATED ABSENCES</u>	7005 \$0	\$0	\$10,000	\$10,000
E-2.7 <u>see additional details</u>		\$32,000	\$32,000	\$32,000
E-3 Board Expenses				
E-3.1 Travel	7011 \$1,243	\$3,021	\$5,000	\$5,000
E-3.2 Mileage	7012 \$1,231	\$1,746	\$2,500	\$2,500
E-3.3 Other (Specify)				
E-3.4 <u>STATE MEETINGS REGISTRATIONS</u>	7013 \$53	\$1,424	\$2,000	\$2,000
E-3.5 <u>COUNCIL DUES</u>	7013 \$398	\$100	\$500	\$500
E-3.6 <u>see additional details</u>	\$247	\$131	\$1,200	\$1,200
E-4 Contractual Services				
E-4.1 Legal	7021 \$0	\$0	\$0	
E-4.2 Accounting/Auditing	7022 \$15,750	\$17,990	\$18,000	\$18,000
E-4.3 Other (Specify)				
E-4.4 <u>IT CONSULTING</u>	7023 \$3,422	\$4,000	\$4,000	\$4,000
E-4.5 <u>COUNCIL DUES</u>	7023 \$2,500	\$2,500	\$2,500	\$2,500
E-4.6 <u>see additional details</u>	\$1,025	\$100	\$1,200	\$1,200
E-5 Other Administrative Expenses				
E-5.1 Office Supplies	7031 \$4,886	\$4,717	\$6,000	\$6,000
E-5.2 Office equipment, rent & repair	7032			
E-5.3 Education	7033 \$10,682	\$15,705	\$28,000	\$28,000
E-5.4 Registrations	7034			
E-5.5 Other (Specify)				
E-5.6 <u>misc. Admin (petty cash)</u>	7035 \$3,898	\$3,249	\$3,790	\$3,790
E-5.7 <u>see additional details</u>	7035 \$559	\$700	\$700	\$700
E-5.8 <u>see additional details</u>	\$1,109	\$2,295	\$3,300	\$3,300
E-6 TOTAL ADMINISTRATION	\$163,803	\$210,809	\$250,735	\$250,735

Proposed Budget

NATRONA COUNTY WEED and PEST DISTRICT

FYE 6/30/2023

OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$401,204	\$370,458	\$464,610	\$464,610
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Compensated Absences	7204 \$0	\$0	\$8,500	\$8,500
E-7.5	Seasonal Bonus	7204 \$0	\$0	\$1,000	\$1,000
E-7.6	see additional details	\$4,080	\$22,960	\$25,000	\$25,000
E-8	Travel				
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3		7212			
E-8.4		7212			
E-8.5					
E-9	Operating supplies (List)				
E-9.1	Fuel & Oil	7220 \$12,056	\$20,450	\$26,000	\$26,000
E-9.2	Safety Equipment and Clothing	7220 \$3,034	\$2,091	\$3,000	\$3,000
E-9.3	Postage & Freight	7220 \$315	\$1,427	\$3,500	\$3,500
E-9.4		7220			
E-9.5					
E-10	Program Services (List)				
E-10.1	Pesticides	7230 \$256,412	\$242,011	\$340,000	\$340,000
E-10.2	Mosquito Control Program	7230 \$3,320	\$7,194	\$40,000	\$40,000
E-10.3	Biological Control	7230 \$1,000	\$18,000	\$30,000	\$30,000
E-10.4	Special Projects	7230 \$279,495	\$228,500	\$228,500	\$228,500
E-10.5	see additional details	\$658,318	\$677,755	\$680,000	\$680,000
E-11	Contractual Arrangements (List)				
E-11.1	General Repairs/Supplies	7400 \$16,279	\$21,590	\$22,885	\$22,885
E-11.2	Truck Repair	7400 \$4,460	\$4,467	\$20,000	\$20,000
E-11.3	Sprayer Repair	7400 \$2,432	\$4,548	\$5,000	\$5,000
E-11.4	ATV/UTV Repair	7400 \$1,639	\$4,591	\$8,000	\$8,000
E-11.5	see additional details	\$13,718	\$14,798	\$11,261	\$11,261
E-12	Other operations (Specify)				
E-12.1	Contractor	7450 \$13,312	\$0	\$10,000	\$10,000
E-12.2	Equipment Rental	7450 \$0	\$0	\$500	\$500
E-12.3	Sales Tax	7450 \$0	\$0	\$200	\$200
E-12.4		7450			
E-12.5	see additional details	\$3,016			
E-13	TOTAL OPERATIONS	\$1,674,090	\$1,640,840	\$1,927,956	\$1,927,956

Proposed Budget

NATRONA COUNTY WEED and PEST DISTRICT

FYE 6/30/2023

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-14 Insurance					
E-14.1	Liability	7502 \$4,516	\$4,516	\$6,000	\$6,000
E-14.2	Buildings and vehicles	7503 \$8,973	\$8,973	\$10,000	\$10,000
E-14.3	Equipment	7504			
E-14.4	Other (Specify)				
E-14.5	Surety Bonds	7505 \$200	\$100	\$300	\$300
E-14.6		7505			
E-14.7					
E-15 Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes	7511 \$38,184	\$36,553	\$48,000	\$48,000
E-15.2	Workers Compensation	7512 \$13,176	\$10,887	\$20,000	\$20,000
E-15.3	Unemployment Taxes	7513 \$3,732	\$2,061	\$3,500	\$3,500
E-15.4	Retirement	7514 \$70,808	\$66,674	\$84,000	\$84,000
E-15.5	Health Insurance	7515 \$62,242	\$67,012	\$70,000	\$70,000
E-15.6	Other (Specify)				
E-15.7	Indirect misc.	7516 \$128	\$100	\$200	\$200
E-15.8		7516			
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$201,959	\$196,876	\$242,000	\$242,000

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
D-1 Debt Service					
D-1.1	Principal	6401			
D-1.2	Interest	6410			
D-1.3	Fees	6420			
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

NATRONA COUNTY WEED and PEST DISTRICT
 NAME OF DISTRICT/BOARD

FYE 6/30/2023

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$482,000	\$482,000	\$500,000	\$500,000
C-1.2	Savings and Investments		\$0		
C-1.3	General Fund CD Balance	\$186,000	\$186,000	\$186,000	\$186,000
C-1.4	All Other Funds		\$0	\$50	\$50
C-1.5	Reserves (From Below)	\$50,000	\$50,000	\$25,000	\$25,000
C-1.6	Total Estimated Cash and Investments on Hand	\$718,000	\$718,000	\$711,050	\$711,050
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$50,000	\$50,000	\$25,000	\$25,000
C-2.3	Total Deductions (a+b)	\$50,000	\$50,000	\$25,000	\$25,000
C-2.4	Estimated Non-Restricted Funds Available	\$668,000	\$668,000	\$686,050	\$686,050

		DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS		1070

		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes: _____				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount and project to be spent				
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	Balance to be retained	\$0	\$0	\$0	\$0

		DOA Chart of Accounts
RESERVES		1090

		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$50,000	\$50,000	\$50,000	\$50,000
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve		\$25,000	\$25,000	\$25,000
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	SUB-TOTAL	\$50,000	\$75,000	\$75,000	\$75,000
C-4.6	Identify the amount and project to be spent				
C-4.7	a. _____		\$25,000	\$50,000	\$50,000
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	\$25,000	\$50,000	\$50,000
C-4.12	Balance to be retained	\$50,000	\$50,000	\$25,000	\$25,000

		DOA Chart of Accounts
BOND FUNDS		1060

		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$25,000	\$50,000	\$50,000