

Town of West Yellowstone

Town Council Work Session

Tuesday, June 9, 2015

West Yellowstone Town Hall, 440 Yellowstone Avenue

West Yellowstone, Montana

6:00 PM

Agenda

Public Comment Period/Council Comments

Social Services Department Operations/Staffing

Discussion

FY 2016 Budget, General Fund

Discussion

No action will be taken, the Public is invited to attend.



**Staffing Plan
May 19, 2015**

FINAL

TOWN OF WEST YELLOWSTONE STAFFING PLAN

Town Council and Mayor

Operations Manager (*note 1*)

Finance Director
Town Clerk
Deputy Town Clerk

Chief of Police

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|
|

Patrol/Drug Enforcement Officer
Patrol/School Resource Officer
Patrol Officer - 3

Dispatch Sergeant
Dispatcher - 5
Dispatcher RPT

Social Services Director
Social Services Assistant

Public Services Superintendent
Deputy Pub. Svcs. Sup.
Operator - 2 + 1 SFT
Facilities Technician - 2 FT
Seasonal Laborer - 2 SFT
Recreation Coordinator
Senior Counselor SFT
Recreation Counselor - 2 SFT
Recreation Specialist - 2 TPT
As needed Truck Drivers (*note 4*)

City Judge (*note 2*)
Court Clerk

Library Director (*note 3*)
Children's Librarian
Library Clerk
Pre-K Teacher - 1 PPT
Language Instructor - 1 PPT
Pre-K Assistant - 1 PPT

(Aprx. 625 hrs/yr - Grant Funded)
(Aprx. 60 hrs/yr - Grant Funded)
(Aprx. 625 hrs/yr - Grant Funded)

note 1: Operations Manager's salary is set by negotiated agreement

note 2: City Judge is appointed by the Town Council. Judge's salary is set by annual budget resolution. Court Clerk is a Town employee.

note 3: Library functions are governed by agreement; Director is appointed by board and directs staff.

note 4: List of people with CDLs will be maintained to call as needed during the winter plowing season.

TOWN OF WEST YELLOWSTONE
July 2008

POSITION: Social Services Assistant

DEPARTMENT: Social Services

ACCOUNTABLE TO: Social Services Coordinator

STATUS: Regular part-time

PRIMARY OBJECTIVE OF POSITION:

Under close supervision, performs a variety of duties related to supporting delivery of social services for the Town of West Yellowstone.

JOB CHARACTERISTICS:

Nature of Work: This position is involved in supporting job and social service office activities.

Personal Contacts: Frequent contact with citizens; occasional contact with local businesses, churches, and agencies.

Supervision Received: Social Services Coordinator.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of essential functions is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in office setting where hazards and discomforts are controllable and modifiable; must occasionally move or lift or boxes weighing up to 50 pounds. Position requires knowledge and use of typical office equipment including telephone, internet and personal computer.

TYPICAL DUTIES AND RESPONSIBILITIES:

Provides general staff support services for social services office; performs reception duties; responds to information requests; assists in referrals to other agencies and programs; may perform initial assessments of client needs; provides information about available resources; accepts and posts local job orders; refers job applicants to employers; assists in preparation of job applications as requested; compiles statistics on office activities; may assist clients in access to in-office services, including but not limited to distribution of food commodities, clothing and household items; transcribes meeting minutes; maintains files; performs other duties as assigned.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of a high school diploma or GED and one year of experience working with computers and people in customer service, social service or related field; experience with computer software, including word processing, spreadsheet and publishing programs preferred

JOB PERFORMANCE STANDARDS:

Examples of job performance standards include, but are not limited to, the following:

- Knowledge of town, county, state and federal social service programs, policies and procedures;
- Knowledge of filing and office procedures;
- Knowledge of billing processes and procedures;
- Knowledge of confidentiality procedures and rules;
- Skill in the use of calculators, telephones and common office machinery;
- Skill in establishing and maintaining effective relationships with fellow employees, supervisors and citizens;
- Ability to understand and operate computers and software, including word processors and spreadsheet programs;
- Ability to follow verbal and written instructions;
- Ability to record and enter data according to prescribed standards.

TOWN OF WEST YELLOWSTONE

April 2015

POSITION: Social Services Director

DEPARTMENT: Social Services

ACCOUNTABLE TO: Operations Manager

STATUS: Regular full-time

PRIMARY OBJECTIVE OF POSITION:

Under general supervision performs duties related to coordinating and delivering social services for the Town of West Yellowstone.

JOB CHARACTERISTICS:

Nature of Work: Position coordinates and delivers community social services.

Personal Contacts: Frequent contact with citizens, local businesses, churches, government agencies, and funding agencies.

Supervision Received: Works under general supervision of the Operations Manager.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of essential functions is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in office setting where hazards and discomforts are controllable and modifiable; must occasionally lift boxes weighing up to 50 pounds to waist height. Position requires the ability to communicate orally and in writing. Must be able to access homes of clients. Position is subject to calls outside of normal working hours. Some clients may be mentally ill or chemically dependent.

TYPICAL DUTIES AND RESPONSIBILITIES:

Serves as a liaison and contact person for a variety of local, state and federal agencies, including state job service, health and human services departments, county health department, and various agencies to coordinate and deliver social services according to terms and conditions of service contracts, agreements and policies;

Assesses client needs; assists clients with information and referrals about local and state program availability, including but not limited to unemployment benefits, household management, subsidized housing, energy assistance, legal assistance, drug and alcohol counseling, employment, public assistance, healthcare, immunization clinics, crisis counseling and transportation; provides follow-up monitoring and referrals as requested; may assist families in completing treatment plans and service agreements; provides support functions for social service personnel as requested, including facility scheduling, facility maintenance and referrals;

Provides activity reports to state and local agencies as required; maintains required records; disseminates general information about programs; may assist clients with application materials for programs; provides liaison and staff representation to community service boards and commissions as directed; may develop and review community social service options as requested; develops and monitors social services budget; performs other duties as assigned.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a 4 year degree in social work or a related field and two years of social service work in either a non-profit or public setting.

JOB PERFORMANCE STANDARDS:

Examples of job performance standards include, but are not limited to, the following:

- Knowledge of town, county, state and federal programs, policies and procedures;
- Knowledge of the principles and practices of social work, social services and public administration, including budgeting, planning, program development, evaluation, assessment and administration;
- Knowledge of child protection laws; Knowledge of employment practices and laws;
- Ability to operate computers, software, telephones and other office equipment;
- Ability to apply and maintain current knowledge of social work practices and regulations;
- Skill in managing day-to-day operations of a municipal social service program;
- Skill in understanding and interpreting laws, regulations, policies, procedures, and guidelines; Skill in supervising and training employees;
- Skill in planning, organizing, developing and implementing social service programs, activities and events;
- Skill in negotiating and communicating, in person and in writing;
- Skill in establishing and maintaining effective relationships with agencies, local businesses, schools, community service organizations, town employees and citizens.

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2015 - 2016

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget

1000 General Fund											
410100 Legislative Services											
110	Salaries and Wages	23,715	27,324	27,950	26,219	28,476	92%	29,585		29,585	104%
130	Employee Benefits	2,563				0	0%			0	0%
140	Employer Contributions	2,016	2,488	3,114	3,091	3,200	97%	3,337		3,337	104%
212	Small Items of Equipment	5,867	355	467	529	1,500	35%	1,500		1,500	100%
	still budgeteing to replace 2-3 iPads just in case										
220	Operating Supplies	4,749	4,746	5,440	6,506	7,500	87%	7,500		7,500	100%
	Employee appreciation (GC @ 1,750 & Dinner @\$2,500) Regular supply amount 3,250 for work session supplies etc.										
311	Postage, Box Rent, etc.	38				50	0%	50		50	100%
335	Membership Fees & Dues	495	715	781	788	1,000	79%	500		500	50%
	Membership dues to MLCT are 385.00. Registration fees for institute etc. should go in 380										
370	Travel	4,400	4,188	4,340	47	5,000	1%	5,000		5,000	100%
	meals, lodging, mileage										
380	Training Tuition/Registra			531	440	1,000	44%	1,500		1,500	150%
	MLCT & Institute registration fees										
870	Miscellaneous	14,600	19,500	15,058	18,137	21,614	84%	20,100		20,100	93%
	15K WY Bus, 4K fireworks, 600 Shakespeare, 500 misc.										
	Account:	58,443	59,316	57,681	55,757	69,340	80%	69,072	0	69,072	100%
410210 Administration											
110	Salaries and Wages	42,355	75,000	80,325	66,938	80,325	83%	75,000		75,000	93%
140	Employer Contributions	10,398	22,001	23,880	20,150	28,409	71%	27,831		27,831	98%
212	Small Items of Equipment		1,208			0	0%	1,500		1,500	*****%
	budgeted for computer										
220	Operating Supplies	163	316	183	24	750	3%	750		750	100%
	Still need 2 more chairs?										
327	Advertising	7,139	5,015	3,709	3,151	5,000	63%	5,000		5,000	100%
333	Subscriptions to Newspape	528	182	182	229	200	115%	230		230	115%
335	Membership Fees & Dues	546	385	100	250	500	50%	600		600	120%
	MLCT & Institute registration										
345	Telephone & Telegraph	37	377	719	674	750	90%	800		800	107%
	smart phone still required?										
351	Medical, Dental, Veterina	609	285	220	437	500	87%	500		500	100%
356	Consultant's Services	75			8,500	10,000	85%	10,000		10,000	100%
	This was budgeted last year for negotiator for bargaining. Ended up with appraisal for ESB (2,500) & 25K for head hunter svcs. Think we need to plan for this type of expenditure so we aren't caught short										
361	Repair and Maintenance, M	1,705	1,095		4,545	5,000	91%	1,000		1,000	20%
	Ford Escape repairs & maintenance per James										
370	Travel	1,274	967	988	526	1,250	42%	1,000		1,000	80%
	travel to MLCT & Institute as well as other trainings or visits in BZn with legal.										
870	Miscellaneous	2,500	1,159	341	1,756	10,500	17%	7,000		7,000	67%
	1500 x 4 for moving expenses of 4 employees + 1000 for misc.										
	Account:	67,329	107,990	110,647	107,180	143,184	75%	131,211	0	131,211	92%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2015 - 2016

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
410360	City/Municipal Court										
110	Salaries and Wages	67,388	69,789	71,820	58,588	73,908	79%	34,442		34,442	47%
140	Employer Contributions	20,410	21,285	22,566	17,263	23,214	74%	5,753		5,753	25%
212	Small Items of Equipment		1,200			1,200	0%	1,500		1,500	125%
	new computer										
215	Books	453	303	503		500	0%	700		700	140%
	new MCA books										
220	Operating Supplies	683	921	1,122	706	2,000	35%	850		850	43%
311	Postage, Box Rent, etc.	403	466	382	510	600	85%	600		600	100%
321	Printing, Forms, etc.	556	507	248		700	0%	500		500	71%
333	Subscriptions to Newspape	390			395	400	99%	400		400	100%
335	Membership Fees & Dues	1,085	470	655	300	1,200	25%	700		700	58%
345	Telephone & Telegraph	1,119	1,173	1,205	1,228	1,850	66%	1,500		1,500	81%
363	Repair Office Machines,Of	311	343	24	35	500	7%	500		500	100%
364	Office Furniture/Equipmen			4,661	340	3,000	11%	4,500		4,500	150%
	new shelves										
370	Travel	1,704	1,667	2,409	2,176	3,000	73%	3,000		3,000	100%
	judge school and training for Kerry										
394	Jury and Witness Fees/Pub		1,120	192	40	8,000	1%	8,000		8,000	100%
870	Miscellaneous					100	0%	100		100	100%
	Account:	94,502	99,244	105,787	81,581	120,172	68%	63,045	0	63,045	52%
410510	Finance Administration										
110	Salaries and Wages	141,316	145,012	151,023	141,709	155,005	91%	165,999		165,999	107%
140	Employer Contributions	49,016	52,923	55,082	50,883	55,637	91%	58,326		58,326	105%
212	Small Items of Equipment			265		500	0%	500		500	100%
216	Computer supplies	529	1,229	810	1,693	1,200	141%	1,500		1,500	125%
	always budget for one computer failure										
220	Operating Supplies	3,308	2,621	3,122	3,200	3,500	91%	3,500		3,500	100%
311	Postage, Box Rent, etc.	2,219	1,118	2,598	2,465	2,700	91%	2,800		2,800	104%
	postcard postage has gone up										
335	Membership Fees & Dues	600	592	1,742	740	2,725	27%	800		800	29%
	annul fees for Amex (110); IIMC(335), MMCTFOA(150) & APT(145) membership fees; Notary fee(25)										
345	Telephone & Telegraph	3,430	3,699	3,134	3,127	4,000	78%	3,000		3,000	75%
356	Consultant's Services	10,103	9,551	9,660	9,483	10,100	94%	10,700		10,700	106%
	webhotsing (800);website main/design (750); software maint. fees(7,805); offsite backup (840); IT services(500)										
363	Repair Office Machines,Of		253	1,313	623	1,200	52%	1,000		1,000	83%
	color copier										
364	Office Furniture/Equipmen					600	0%	1,200		1,200	200%
	In case safe fails; additional chair for finance office										
370	Travel	6,194	1,368	1,673	955	1,500	64%	1,700		1,700	113%
380	Training Tuition/Registra		1,838			0	0%			0	0%
390	Other Purchased Services	1,314	698	114	142	500	28%	750		750	150%
	Think we will have more work done on ordinances this year.										
520	Premiums on Surety Bonds	1,092	1,000	1,092	1,000	1,000	100%	1,092		1,092	109%
	surety bond for fin. Dir. & one notary bond.										
630	Paying Agent Fees (Bank C	102	90	400	55	100	55%	100		100	100%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2015 - 2016

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
870	Miscellaneous	39	69	124	237	250	95%	250		250	100%
	Account:	219,262	222,061	232,152	216,312	240,517	90%	253,217	0	253,217	105%
410530	Auditing										
353	Accounting and Auditing	12,730	12,545	12,865	13,230	15,000	88%	15,000		15,000	100%
	This includes the filing fee for the annual financial report										
	Account:	12,730	12,545	12,865	13,230	15,000	88%	15,000	0	15,000	100%
410600	Elections										
321	Printing, Forms, etc.	1,281		2,103		2,000	0%	2,500		2,500	125%
	Local government study commission costs here?										
	Account:	1,281		2,103		2,000	0%	2,500	0	2,500	125%
411000	Planning and Research Services										
354	Architectural, Engineerin		3,002			15,698	0%	12,000		12,000	76%
	additional survey for 80 acres										
357	Other Professional Servic		3,011		10,000	50,000	20%	10,000		10,000	20%
	10K for planning board consulting svc. for 80 acres										
	Account:		6,013		10,000	65,698	15%	22,000	0	22,000	33%
411040	Research & Engineering Fees										
354	Architectural, Engineerin	6,518	4,845	2,720	3,315	7,500	44%	10,000		10,000	133%
	General Engineering costs for general projects from Town Engineer										
	Account:	6,518	4,845	2,720	3,315	7,500	44%	10,000	0	10,000	133%
411100	Legal Services (City Attorney)										
345	Telephone & Telegraph	191	202	56	38	250	15%	250		250	100%
352	Legal Services	106,045	76,993	72,182	92,323	120,000	77%	200,000		200,000	167%
373	Out-of-Town Expense	2,114	1,462	1,715	1,251	2,000	63%	3,000		3,000	150%
	in the absence of Ops. Mgr. expect additional presence at council meetings										
870	Miscellaneous	735	2,040	1,008	960	1,500	64%	2,000		2,000	133%
	additional litigation produces more costs										
	Account:	109,085	80,697	74,961	94,572	123,750	76%	205,250	0	205,250	166%
411250	Town Hall										
220	Operating Supplies			1,340	683	3,000	23%	1,500		1,500	50%
340	Utility Services			1,164	1,052	1,500	70%	500		500	33%
341	Electric			3,854	4,833	4,500	107%	4,500		4,500	100%
344	Natural Gas/propane			6,671	6,246	7,200	87%	7,200		7,200	100%
345	Telephone & Telegraph			11,646	4,288	8,500	50%	4,500		4,500	53%
357	Other Professional Servic			1,590	1,084	3,700	29%	4,000		4,000	108%
364	Office Furniture/Equipmen			8,701	2,406	12,000	20%	5,800		5,800	48%
	foyer furniture, sign										
366	Buildings			3,583	8,112	4,500	180%	7,000		7,000	156%
	heat tape?										
920	Buildings			66,373		0	0%			0	0%
930	Improvements Other than B					3,500	0%			0	0%
	Account:			104,922	28,704	48,400	59%	35,000	0	35,000	72%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2015 - 2016

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget

411251	Clinic										
212	Small Items of Equipment					0	0%	1,000		1,000	*****
357	Other Professional Service misc				3,107	3,200	97%	1,000		1,000	31%
366	Buildings minor repairs	13	60	33	3,539	3,000	118%	1,500		1,500	50%
920	Buildings	108,198			16,240	16,250	100%			0	0%
931	Roads, Streets & Parking		17,550			0	0%			0	0%
	Account:	108,211	17,610	33	22,886	22,450	102%	3,500	0	3,500	16%

411252	UPDL										
220	Operating Supplies	1,699	1,617	1,399	1,501	1,500	100%	1,500		1,500	100%
335	Membership Fees & Dues					85	0%			0	0%
340	Utility Services	458	512	652	572	650	88%	650		650	100%
341	Electric	11,985	10,566	10,482	9,676	12,500	77%	11,500		11,500	92%
344	Natural Gas/propane	2,398	2,130	2,451	2,108	3,000	70%	2,500		2,500	83%
357	Other Professional Service	1,063	1,973	1,728	1,899	4,200	45%	2,000		2,000	48%
365	Grounds & Grounds Improve	320				0	0%			0	0%
366	Buildings handrails done?	2,906	9,105	2,903	5,557	14,500	38%	5,000		5,000	34%
920	Buildings				21,793	25,000	87%			0	0%
	Account:	20,829	25,903	19,615	43,106	61,435	70%	23,150	0	23,150	38%

411253	Parks Building - Old Firehall, Park Bath, Ice										
340	Utility Services	589	7,308	5,986	5,142	6,000	86%	6,000		6,000	100%
341	Electric	1,782	1,835	2,921	3,703	3,500	106%	4,000		4,000	114%
366	Buildings replace doors	615				0	0%	1,000		1,000	*****
	Account:	2,986	9,143	8,907	8,845	9,500	93%	11,000	0	11,000	116%

411254	ESB										
220	Operating Supplies	34	7	12		0	0%			0	0%
340	Utility Services	363	1,685	982		0	0%			0	0%
341	Electric	6,296	5,879	3,443		0	0%			0	0%
344	Natural Gas/propane	2,803	3,250	816		0	0%			0	0%
345	Telephone & Telegraph	4,225	4,175	1,649		0	0%			0	0%
	Account:	13,721	14,996	6,902		0	***%	0	0	0	0%

411255	Community Center										
220	Operating Supplies	978	218	236	1,149	500	230%	1,300		1,300	260%
340	Utility Services	558	762	767	794	800	99%	1,000		1,000	125%
341	Electric	2,854	2,433	3,352	2,940	3,300	89%	3,200		3,200	97%
344	Natural Gas/propane	3,897	4,471	4,667	3,886	4,500	86%	4,200		4,200	93%
345	Telephone & Telegraph	2,490	2,666	2,558	2,124	3,200	66%	3,000		3,000	94%
350	Professional Services	3,275	1,950	2,717	2,966	2,600	114%	3,100		3,100	119%
366	Buildings	1,386	2,336	1,995	10,079	9,500	106%	2,500		2,500	26%
	Account:	15,438	14,836	16,292	23,938	24,400	98%	18,300	0	18,300	75%

TOWN OF WEST YELLOWSTONE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2015 - 2016

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Old
						14-15	14-15	15-16	15-16	15-16	15-16
411256	Trailhead Facility										
220	Operating Supplies	148			28	300	9%	300		300	100%
366	Buildings			59	577	300	192%	300		300	100%
	Account:	148		59	605	600	101%	600	0	600	100%
411257	Chamber Building										
220	Operating Supplies	348	32		48	500	10%	500		500	100%
340	Utility Services	546	723	584	514	800	64%	700		700	88%
365	Grounds & Grounds Improve	19,318				0	0%			0	0%
534	Garbage Receptacle lease	2,024	1,376	1,360		0	0%			0	0%
	Account:	22,236	2,131	1,944	562	1,300	43%	1,200	0	1,200	92%
411258	Police/Dispatch Center										
340	Utility Services	296	308	448	336	550	61%	600		600	109%
341	Electric	3,109	3,089	3,895	3,550	3,800	93%	4,500		4,500	118%
344	Natural Gas/propane	200	249	268	255	500	51%	500		500	100%
366	Buildings	954	2,670	1,451	11,012	4,925	224%	6,000		6,000	122%
	flooring & Paint on Dispatch side										
534	Garbage Receptacle lease	2,470	2,546	2,767	284	550	52%			0	0%
931	Roads, Streets & Parking			22,445		0	0%			0	0%
	Account:	7,029	8,862	31,274	15,437	10,325	150%	11,600	0	11,600	112%
411870	Local Government Review										
220	Operating Supplies				768	1,500	51%	732		732	49%
370	Travel				753	2,200	34%	1,447		1,447	66%
380	Training Tuition/Registra					1,000	0%	1,000		1,000	100%
	Account:				1,521	4,700	32%	3,179	0	3,179	68%
420100	Law Enforcement Services										
110	Salaries and Wages	257,500	254,434	250,691	159,271	305,049	52%	264,460		264,460	87%
140	Employer Contributions	101,751	87,358	79,856	46,722	127,885	37%	112,484		112,484	88%
212	Small Items of Equipment		400	4,377	4,227	4,500	94%	7,500		7,500	167%
	taser upgrade, cartidges										
216	Computer supplies			171	74	1,200	6%	8,000		8,000	667%
	3 toughbooks, power mounts										
220	Operating Supplies	4,838	2,496	3,505	3,812	4,500	85%	6,000		6,000	133%
	dry gas cylinders, presumptive kits										
226	Clothing and Uniforms	1,123	1,449	3,712	3,388	8,000	42%	6,000		6,000	75%
231	Gas, Oil, Diesel Fuel, Gr	17,020	20,091	14,535	7,483	18,000	42%	23,000		23,000	128%
239	Tires, Tubes, etc.	533	1,844	832	789	3,000	26%	3,500		3,500	117%
317	Vehicle Tow-in Services		45	160		2,500	0%	2,500		2,500	100%
321	Printing, Forms, etc.					550	0%	500		500	91%
335	Membership Fees & Dues	202	142	361	344	400	86%	500		500	125%
351	Medical, Dental, Veterina				1,688	1,500	113%	2,500		2,500	167%
	850 medical exam, vaccinations, now two hires										
357	Other Professional Servic	540	3,615	168	2,743	4,120	67%	3,500		3,500	85%
361	Repair and Maintenance, M	3,019	2,184	3,468	6,598	9,000	73%	12,000		12,000	133%
	what is the expected expense?										
362	Radio Repair	82	4,196	59		1,000	0%	2,000		2,000	200%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
370	Travel	4,084	3,396	4,155	113	4,200	3%	4,000		4,000	95%
380	Training Tuition/Registra	979	1,817	2,446	284	5,000	6%	4,000		4,000	80%
389	Training Materials	3,737	2,746	1,604	414	4,000	10%	4,000		4,000	100%
398	Other contracted services				104,730	500	***%	2,500		2,500	500%
870	Miscellaneous	22	17	127		500	0%	500		500	100%
944	Transportation Equipment			35,000		0	0%			0	0%
	Account:	395,430	386,230	405,227	342,680	505,404	68%	469,444	0	469,444	93%
420110 Law Enforcement Administration											
110	Salaries and Wages	71,412	73,911	76,498	35,770	76,665	47%	76,352		76,352	100%
140	Employer Contributions	18,994	20,017	21,350	15,372	36,251	42%	36,352		36,352	100%
212	Small Items of Equipment	6,840		803	4,402	4,500	98%	4,500		4,500	100%
	expected purchase of ?										
220	Operating Supplies	10				0	0%			0	0%
311	Postage, Box Rent, etc.	154	218	230	128	350	37%	350		350	100%
331	Publication of Formal & L			490		525	0%	500		500	95%
333	Subscriptions to Newspape	320				0	0%			0	0%
345	Telephone & Telegraph	6,494	6,713	6,239	5,520	7,500	74%	8,500		8,500	113%
	6 cell phones, 6 air cards										
351	Medical, Dental, Veterina	250	245	346	100	350	29%	1,000		1,000	286%
	for reactive psych evals.										
390	Other Purchased Services					0	0%	2,500		2,500	*****%
	CAD/RMS/Mobile SEE 420160-390 for ADD'L CAD expenses. Move to 911?										
870	Miscellaneous					400	0%	500		500	125%
	Account:	104,474	101,104	105,956	61,292	126,541	48%	130,554	0	130,554	103%
420160 Communications-Dispatch											
110	Salaries and Wages	237,758	252,777	249,728	224,659	255,067	88%	271,317		271,317	106%
140	Employer Contributions	89,675	95,443	98,132	98,433	104,764	94%	114,878		114,878	110%
212	Small Items of Equipment		690	1,559	468	600	78%	2,500		2,500	417%
	Surge protector units to be replaced										
216	Computer supplies	180		280	30	600	5%	1,500		1,500	250%
220	Operating Supplies	3,467	4,526	1,771	2,391	5,000	48%	5,000		5,000	100%
333	Subscriptions to Newspape	208	182	182	229	200	115%	250		250	125%
335	Membership Fees & Dues	169	238	745	175	850	21%	700		700	82%
355	Data Processing Services		1,884	840		0	0%			0	0%
357	Other Professional Servic	444	190	740	46	2,000	2%			0	0%
362	Radio Repair				791	2,000	40%	3,000		3,000	150%
	new expected expenditure note?										
369	Other Repair & Mtn Equipm		425	665	250	250	100%	1,500		1,500	600%
370	Travel			1,928	2,310	4,000	58%	4,000		4,000	100%
380	Training Tuition/Registra			2,000	1,953	3,000	65%	3,000		3,000	100%
390	Other Purchased Services					0	0%	10,000		10,000	*****%
	new CAD, upgrades, modules										
398	Other contracted services	3,582	3,348	3,118	6,028	8,560	70%	15,000		15,000	175%
	new CJIN fees expecting a big increasein fees this year										
870	Miscellaneous					180	0%	500		500	278%
940	Machinery & Equipment			5,495		0	0%			0	0%
	Account:	335,483	359,703	367,183	337,763	387,071	87%	433,145	0	433,145	112%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
420230	Care and Custody of Prisoners										
212	Small Items of Equipment	3,527	3,394			775	0%	3,000		3,000	387%
	purchase a restraint chair										
220	Operating Supplies	1,029	2,298	801	736	3,600	20%	3,000		3,000	83%
351	Medical, Dental, Veterina	357	1,031		2,805	3,000	94%	3,000		3,000	100%
	potential ambulance charges for prisoner and vaccinations for jailers										
366	Buildings		75			0	0%			0	0%
390	Other Purchased Services	565	428	854	443	800	55%	1,000		1,000	125%
392	Boarding Prisoners					1,000	0%	1,000		1,000	100%
	our warrant prisoners in other MT detention facilities										
	Account:	5,478	7,226	1,655	3,984	9,175	43%	11,000	0	11,000	120%
420400	Fire Protection and Control										
357	Other Professional Servic	476,100	498,720	517,716	501,193	546,760	92%	587,000		587,000	107%
	estimate only based on FYTD collections through April 2015										
	Account:	476,100	498,720	517,716	501,193	546,760	92%	587,000	0	587,000	107%
420471	Rescue-EMS										
140	Employer Contributions			862		0	0%			0	0%
357	Other Professional Servic	253	1,465	467		600	0%	300		300	50%
	Expect to wirtte off most of the outstanding accounts in this fiscal year and don't expect a lot of collection on the remaining accounts that will be come past the statute of limitations										
	Account:	253	1,465	1,329		600	0%	300	0	300	50%
420531	Building Inspections										
110	Salaries and Wages	40,667	25,358	21,854	22,103	24,175	91%	27,529		27,529	114%
140	Employer Contributions	16,575	10,407	9,968	9,144	9,992	92%	10,911		10,911	109%
212	Small Items of Equipment		9	130	242	500	48%	2,500		2,500	500%
	budgeting for a computer										
215	Books	340			10	500	2%	500		500	100%
220	Operating Supplies	328	761	135	39	400	10%	400		400	100%
226	Clothing and Uniforms		152		285	300	95%	300		300	100%
231	Gas, Oil, Diesel Fuel, Gr	267				0	0%			0	0%
311	Postage, Box Rent, etc.	45				0	0%			0	0%
335	Membership Fees & Dues	2,765				300	0%	300		300	100%
344	Natural Gas/propane	764	919	962		0	0%			0	0%
345	Telephone & Telegraph	2,749	723	965		0	0%			0	0%
356	Consultant's Services	38		110		300	0%	300		300	100%
370	Travel	3,763	3,314		2,296	3,500	66%	4,000		4,000	114%
380	Training Tuition/Registra				1,233	2,000	62%	3,000		3,000	150%
540	Special Assessments			72		100	0%	100		100	100%
870	Miscellaneous	241		250		250	0%	870		870	348%
	Account:	68,542	41,643	34,446	35,352	42,317	84%	50,710	0	50,710	120%
430200	Road & Street Services										
110	Salaries and Wages	81,663	116,872	135,492	123,372	167,057	74%	175,837		175,837	105%
140	Employer Contributions	43,533	60,124	64,128	55,608	66,234	84%	69,246		69,246	105%
220	Operating Supplies	15,578	20,136	19,274	16,267	20,000	81%	20,000		20,000	100%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
226	Clothing and Uniforms start up of new uniform program	189	230	335	625	900	69%	1,000		1,000	111%
231	Gas, Oil, Diesel Fuel, Gr	34,800	41,953	45,449	28,972	49,000	59%	49,000		49,000	100%
239	Tires, Tubes, etc.	7,874	290	12,311	14,266	18,000	79%	2,500		2,500	14%
240	Other Repair & Maintenanc		12,255			3,000	0%			0	0%
243	Traffic Signal Supplies	145	2,993		1,342	1,500	89%	3,000		3,000	200%
311	Postage, Box Rent, etc.				2	0	***%			0	0%
341	Electric	3,573	2,827	3,262	2,899	3,500	83%	3,200		3,200	91%
344	Natural Gas/propane	3,937	4,863	5,153	5,336	4,900	109%	5,200		5,200	106%
345	Telephone & Telegraph	4,126	6,538	6,185	3,509	4,160	84%	3,500		3,500	84%
351	Medical, Dental, Veterina	159	95		50	500	10%	500		500	100%
357	Other Professional Servic	3,272	6,504	10,738	2,803	13,000	22%	10,000		10,000	77%
361	Repair and Maintenance, M	33,161	1,092			0	0%			0	0%
362	Radio Repair		2,705	2,277		1,000	0%	1,000		1,000	100%
366	Buildings	317	2,253	7,096	2,901	2,000	145%	2,000		2,000	100%
369	Other Repair & Mtn Equipm maintenance of town-wide fleet	892	29,171	31,908	22,945	36,000	64%	36,000		36,000	100%
370	Travel MLCT x2?	67	696	477	306	500	61%	800		800	160%
380	Training Tuition/Registra			358		500	0%	800		800	160%
398	Other contracted services	1,278	5,504	1,418	31	1,000	3%	1,000		1,000	100%
533	Machinery and Equipment Re		1,100			1,000	0%	1,000		1,000	100%
870	Miscellaneous	79	491	255	20	500	4%	500		500	100%
940	Machinery & Equipment sander	6,298	5,936	174,533		0	0%	7,800		7,800	*****%
	Account:	240,941	324,628	520,649	281,254	394,251	71%	393,883	0	393,883	100%
430235	Storm Drainage										
357	Other Professional Servic	665		2,934	6,110	7,000	87%	7,000		7,000	100%
	Account:	665		2,934	6,110	7,000	87%	7,000	0	7,000	100%
430262	Sidewalks										
220	Operating Supplies					0	0%	25,000		25,000	*****%
365	Grounds & Grounds Improve	2,335		2,270	5,202	25,000	21%	25,000		25,000	100%
930	Improvements Other than B		15,129			0	0%			0	0%
	Account:	2,335	15,129	2,270	5,202	25,000	21%	50,000	0	50,000	200%
430263	Street Lighting										
220	Operating Supplies repairing 75 lights	271	1,260	782		2,500	0%	4,000		4,000	160%
341	Electric	23,715	17,272	19,006	17,685	19,500	91%	19,500		19,500	100%
357	Other Professional Servic	6,354	3,526	7,745	3,867	7,000	55%	7,000		7,000	100%
	Account:	30,340	22,058	27,533	21,552	29,000	74%	30,500	0	30,500	105%
440600	Animal Control Services										
220	Operating Supplies purchase of pole snare	67	159	440		500	0%	1,500		1,500	300%
341	Electric had a problem with the heat not being turned down last winter so we are expecting to pay less this year			1,241	1,702	1,200	142%	1,500		1,500	125%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
351	Medical, Dental, Veterina					500	0%	1,500		1,500	300%
	up from 500 last year planning for autopsy fees										
	Account:	67	159	1,681	1,702	2,200	77%	4,500	0	4,500	205%
450135	Social & Economic General Assistance										
110	Salaries and Wages	89,627	94,363	97,382	79,521	98,201	81%	34,902		34,902	36%
140	Employer Contributions	19,108	20,085	21,676	17,555	46,259	38%	21,120		21,120	46%
212	Small Items of Equipment	612	697	1,279		1,650	0%	1,800		1,800	109%
220	Operating Supplies	1,900	1,485	1,544	641	2,300	28%	1,500		1,500	65%
231	Gas, Oil, Diesel Fuel, Gr	1,077	1,583	2,178	1,740	2,500	70%	2,500		2,500	100%
311	Postage, Box Rent, etc.	89	205	95	98	350	28%	150		150	43%
321	Printing, Forms, etc.					50	0%	100		100	200%
345	Telephone & Telegraph	2,397	2,793	1,926	1,942	2,900	67%	2,500		2,500	86%
357	Other Professional Servic	174	62	140	800	1,400	57%	1,500		1,500	107%
361	Repair and Maintenance, M	407	22	958	1,137	1,500	76%	1,500		1,500	100%
363	Repair Office Machines,Of			348	280	500	56%	500		500	100%
370	Travel	538	546	564	720	750	96%	1,500		1,500	200%
380	Training Tuition/Registra					500	0%	1,600		1,600	320%
	Account:	115,929	121,841	128,090	104,434	158,860	66%	71,172	0	71,172	45%
460310	MLCT Convention										
220	Operating Supplies				2,292	5,000	46%			0	0%
870	Miscellaneous				5,354	5,000	107%			0	0%
	Account:				7,646	10,000	76%	0	0	0	0%
460430	Parks										
110	Salaries and Wages	70,834	77,367	64,538	62,538	95,598	65%	90,818		90,818	95%
140	Employer Contributions	17,075	35,154	26,538	17,783	31,347	57%	23,316		23,316	74%
212	Small Items of Equipment		2,809			1,500	0%	1,500		1,500	100%
220	Operating Supplies	11,676	14,249	16,212	17,747	17,000	104%	17,000		17,000	100%
221	Agriculture & Horticultur	7,469	30	272	467	2,000	23%	2,000		2,000	100%
226	Clothing and Uniforms	325	801	464	102	600	17%	900		900	150%
231	Gas, Oil, Diesel Fuel, Gr	1,462	1,271	1,369	410	2,000	21%	1,500		1,500	75%
239	Tires, Tubes, etc.					200	0%	200		200	100%
344	Natural Gas/propane	594	700	382	626	800	78%	850		850	106%
345	Telephone & Telegraph	838	888	784	350	1,350	26%	800		800	59%
357	Other Professional Servic			1,383	248	1,500	17%	1,000		1,000	67%
361	Repair and Maintenance, M	121		68	36	500	7%	500		500	100%
365	Grounds & Grounds Improve	9,406	13,886	10,090	22,965	20,000	115%	20,000		20,000	100%
366	Buildings	3,813	744	2,325	1,489	3,500	43%	2,500		2,500	71%
369	Other Repair & Mtn Equipm	129	3,518	109	327	200	164%	400		400	200%
370	Travel		85	110		500	0%	500		500	100%
398	Other contracted services					30,000	0%	6,000		6,000	20%
	recycling charges										
534	Garbage Receptacle lease	8,001	5,708	8,873	7,216	8,100	89%	10,000		10,000	123%
870	Miscellaneous					200	0%	700		700	350%
930	Improvements Other than B		371			0	0%			0	0%
940	Machinery & Equipment		4,773	7,500		0	0%			0	0%
941	General Purpose Machinery			14,566	11,432	6,000	191%			0	0%
	Account:	131,743	162,354	155,583	143,736	222,895	64%	180,484	0	180,484	81%

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		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
460440	Participant Recreation										
110	Salaries and Wages	42,232	46,217	46,602	44,892	63,776	70%	79,345		79,345	124%
140	Employer Contributions	12,241	14,598	15,576	14,832	18,367	81%	21,095		21,095	115%
212	Small Items of Equipment				3,340	4,000	84%	4,000		4,000	100%
216	Computer supplies	75	118	1,174	21	800	3%	1,200		1,200	150%
220	Operating Supplies	1,444	2,735	1,373	1,298	2,000	65%	2,000		2,000	100%
226	Clothing and Uniforms		20	109	168	300	56%	300		300	100%
311	Postage, Box Rent, etc.		23		49	100	49%	100		100	100%
321	Printing, Forms, etc.		535			200	0%	200		200	100%
327	Advertising		141			200	0%	200		200	100%
335	Membership Fees & Dues		262		159	500	32%	400		400	80%
345	Telephone & Telegraph	444	680	772	690	800	86%	800		800	100%
357	Other Professional Servic		43	35	15	500	3%	500		500	100%
370	Travel	-821		435	276	1,500	18%	1,500		1,500	100%
	Account:	55,615	65,372	66,076	65,740	93,043	71%	111,640	0	111,640	120%
460449	Other Participant Recreation Programs										
110	Salaries and Wages	12,730	11,927	11,606	14,277	17,043	84%	17,638		17,638	103%
140	Employer Contributions	1,737	1,632	1,684	2,013	2,403	84%	2,434		2,434	101%
220	Operating Supplies	743	1,434	984	324	2,000	16%	1,500		1,500	75%
226	Clothing and Uniforms	270	161	308	116	500	23%	500		500	100%
311	Postage, Box Rent, etc.					100	0%	100		100	100%
319	Other Transportation	5,040	5,232	5,400	6,075	5,700	107%	6,400		6,400	112%
321	Printing, Forms, etc.					100	0%	100		100	100%
335	Membership Fees & Dues			130		500	0%	200		200	40%
357	Other Professional Servic	490	400	400	450	500	90%	500		500	100%
370	Travel	-111	-40			0	0%			0	0%
871	Entrance Fees	1,401	2,694	2,711	3,076	2,800	110%	3,300		3,300	118%
	Account:	22,300	23,440	23,223	26,331	31,646	83%	32,672	0	32,672	103%
490520	Debt Service-Public Works										
610	Principal	11,502	11,996	12,512		0	0%	13,625		13,625	*****%
	loader payment - last year this was paid out of the Capital Equipment fund for public services (4060)										
620	Interest	2,028	1,155	803		0	0%	685		685	*****%
	loader payment - last year this was paid out of the Capital Equipment fund for public services (4060)										
	Account:	13,530	13,151	13,315		0	***%	14,310	0	14,310	*****%
510200	Judgements and Losses										
110	Salaries and Wages	105,380				0	0%			0	0%
	need to review with Mayor and Legal Counsel										
140	Employer Contributions	6,273				0	0%			0	0%
352	Legal Services	37,621				0	0%			0	0%
740	Awards and Indemnities	40,000				0	0%			0	0%
	Account:	189,274				0	***%	0	0	0	0%

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		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
510300	Other Unallocated Costs										
110	Salaries and Wages	33,537		25,196	87,131	75,000	116%	45,108		45,108	60%
	3 highest leave accruals for sick & vacation										
140	Employer Contributions	5,852		5,203	13,516	17,250	78%	13,199		13,199	77%
	25% for contributions										
	Account:	39,389		30,399	100,647	92,250	109%	58,307	0	58,307	63%
510330	Comprehensive Liability Insurance										
512	Insurance on Vehicles & E	30,673	17,433	24,604	18,398	17,100	108%	20,000		20,000	117%
	estimate only										
513	Liability	57,126	38,899	35,945	43,535	37,345	117%	45,000		45,000	120%
	estimate only										
	Account:	87,799	56,332	60,549	61,933	54,445	114%	65,000	0	65,000	119%
510370	Risk Share - CHP										
859	Other budget requests	25,000	25,000	75,000	75,000	75,000	100%			0	0%
	special request										
	Account:	25,000	25,000	75,000	75,000	75,000	100%	0	0	0	0%
510600	Pensions										
130	Employee Benefits	91,149	88,782	86,346		87,000	0%			0	0%
	on behalf payment										
	Account:	91,149	88,782	86,346		87,000	0%	0	0	0	0%
520000	Contingency										
859	Other budget requests	25,000				0	0%			0	0%
	Account:	25,000				0	***%	0	0	0	0%
521000	Interfund Operating Transfers Out - (Specify										
820	Transfer To Other Funds			12,835		0	0%			0	0%
821	Library Transfer/Interfun	37,500	33,000	52,424	37,000	82,292	45%	82,300		82,300	100%
	this is determined by budget presented by library. Since Bruce has stated that										
	everything is exactly the same I will use the same amount as budgeted last year.										
	Account:	37,500	33,000	65,259	37,000	82,292	45%	82,300	0	82,300	100%
	Fund:	3,254,084	3,033,529	3,481,283	2,948,102	3,953,021	75%	3,662,745	0	3,662,745	93%
	Grand Total:	3,254,084	3,033,529	3,481,283	2,948,102	3,953,021		3,662,745	0	3,662,745	%