

**TETON COUNTY, WYOMING**  
**FY 2017-2021 CAPITAL IMPROVEMENT PLAN**

DEPARTMENT:	ISWR Operating Fund 30		STRATEGIC PLAN GOAL:	
PROJECT TITLE:	Phases 1 & 2-Recycling Center/ISWR Office Improvements (Planning, CONSTRUCTION, paving, landscaping) Final cost TBD by contract			
PROJECT STATUS:	New Project			
START/FINISH DATE:	May 2016	Nov 2017		

**PROJECT MANAGER:** Heather Overholser

**DEPARTMENT PRIORITY:** High

*Note: Be sure to complete Project Cost Spreadsheets associated with the project request. In addition, include any other graphics that describe the project (i.e. site plan, map, etc.)*

**Project Description:**

Plan and construct addition to recycling center in two phases, including improved public reception area, ISWR offices, commodity storage and operational workspace to improve public service and safety, and staff working conditions. Project will also include grading and paving the parking area, and landscaping. Summary of Improvements:

- Component #1 (FYs 2016 and 2017) – Administrative Space – A two-story addition on west side of building for customer service/reception, staff breakroom, restrooms, offices and conference (2800 SF).
- Component #2 (FYs 2016 and 2017) – Recycling Shop - An enclosed portion of the existing loading dock to provide a “shop” area for operations staff and tool/equipment storage (558 SF).
- Component #3 (FYs 2017 and 2018) – Residential Drop-Off - A screened and covered outdoor residential recycling area adjacent to the facility entrance, which also screens air exchange unit on the west side (1000 SF).
- Component #4 (FYs 2017 and 2018) – Dry Storage – A fully enclosed, unheated addition on the North West side of the building for baled commodity storage (1375 SF).

This project will dramatically improve staff working conditions and public access/service, as well as increase recycling efficiency and productivity. In addition, once the entire project is approved and components #3 and #4 are constructed, the additional operational and storage space will further strengthen ISWR’s ability to maximize the collection and marketing of recyclable commodities, saving money for Teton County and its residents on landfill fees (\$15/ton net cost of recycling vs. over \$100/ton cost to landfill).

**Project Justification (Including Relationship to Strategic Goals):**

The level of community recycling participation has outgrown the current facility's capacity and the overall ISWR program has grown to a point at which the existing office cannot accommodate the administrative staff. This ISWR facility improvement project is also necessitated by the 2009 integration of Jackson Community Recycling and Teton County Solid Waste to form a more efficient division within County Engineering. In addition, the proposed expansion to the facility will allow for future program growth. Paving and landscaping will be required once the facility additions are constructed.

**Method for Estimating Cost:**

CTA Architects 50% Estimate December 2015 Including 15% contingency. FY17 includes 80% of admin and shop construction (2016 Construction season) and 50% of phase 3&4 construction (2017 construction season) and landscaping in spring 2017

**Project Status (As of January 1, 2016):**

As of January 1, 2016, this project will likely have approved Teton County DEV and CUP permits and have 90% construction documents and cost estimates from CTA; staff will be preparing to go to bid in February, with a project start date of May 2016.

**Lifespan/Replacement Cycle and Other Special Considerations (Future Expansion/Special Features/Etc.):**

Lifespan of the facility improvements should be at least 25 years; future expansion/improvements may include the installation of a sort system to allow for commingled recycling collection and processing around 2025.

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EXPLANATION OF COST ESTIMATES:	PRIOR	FY 16/17 COST	FY 17/18 COST	FY 18/19 COST	FY 19/20 COST	FY 20/21 COST	TOTAL
<b>COST CATEGORY</b>							
<b><u>Planning/Design</u></b>							
1 CTA Architects Engineers	\$89,257	\$32,426	\$6,000				\$127,683
2							\$0
3							\$0
4							\$0
5							\$0
6							\$0
7							\$0
<b>Planning/Design Total</b>	<b>\$89,257</b>	<b>\$32,426</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$127,683</b>
<b><u>Site Acquisition Costs</u></b>							
1 N/A							\$0
2							\$0
3							\$0
4							\$0
5							\$0
<b>Site Acquisition Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>Improvements</u></b>							
1 Addition/Expansion/Landscaping	\$250,000	\$1,227,060	\$186,137				\$1,663,197
5							\$0
6							\$0
7							\$0
8							\$0
9							\$0
10							\$0
11							\$0
12							\$0
<b>Improvements Total</b>	<b>\$250,000</b>	<b>\$1,227,060</b>	<b>\$186,137</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,663,197</b>
<b><u>Equipment</u></b>							
2							\$0
3							\$0
4							\$0
5							\$0
6							\$0
7							\$0
<b>Equipment Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>Other</u></b>							
1							\$0
2							\$0
3							\$0
4							\$0
5							\$0
6							\$0
7							\$0
<b>Other Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL, PROJECT COSTS</b>	<b>\$339,257</b>	<b>\$1,259,486</b>	<b>\$192,137</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,790,880</b>

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<b>ANNUAL ADDITIONAL OPERATING COSTS</b>	<b>FY 16/17 COST</b>	<b>FY 17/18 COST</b>	<b>FY 18/19 COST</b>	<b>FY 19/20 COST</b>	<b>FY 20/21 COST</b>	<b>TOTAL</b>
Personnel Costs	\$20,794	\$64,255	\$66,183	\$68,168	\$70,213	\$289,613
Operating Costs	\$8,700	\$8,918	\$9,140	\$9,369	\$9,603	\$45,730
Capital Expenditures	\$50,000	\$0	\$0	\$3,000	\$0	\$53,000

<b>Subtotal - Operating Costs</b>	<b>\$79,494</b>	<b>\$73,173</b>	<b>\$75,323</b>	<b>\$80,537</b>	<b>\$79,816</b>	<b>\$388,343</b>
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<b>Less Savings/Fees/Revenues</b>	<b>\$79,494</b>	<b>\$73,173</b>	<b>\$75,323</b>	<b>\$80,537</b>	<b>\$79,816</b>	<b>\$388,343</b>
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<b>Net Operating Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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<b>FTE's Added</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
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**ADDITIONAL NOTES & COMMENTS**

<b>FY 16/17</b>	Addition of an Office Assistant at \$20,794 (four months (March-June 2017) including benefits); Operating costs include electricity and natural gas for the addition (\$3,500) + cleaning (\$5200); FFE is included as a one-time capital expense.
<b>FY 17/18</b>	Added 3% for personnel (Office Assistant - FTE - year-round, including benefits) and 2.5% for operating costs.
<b>FY 18/19</b>	Added 3% for personnel and 2.5% for operating costs.
<b>FY 19/20</b>	Added 3% for personnel and 2.5% for operating costs; 2 additional cubicles.
<b>FY 20/21</b>	Added 3% for personnel and 2.5% for operating costs.
<b>ADDITIONAL NOTES</b>	

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PROJECT ITEMS	BUDGET TO-DATE	FY 16/17 COST	FY 17/18 COST	FY 18/19 COST	FY 19/20 COST	FY 20/21 COST	TOTAL PROJECT COST
Planning /Design	\$89,257	\$32,426	\$6,000	\$0	\$0	\$0	\$127,683
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$250,000	\$1,227,060	\$186,137	\$0	\$0	\$0	\$1,663,197
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$339,257</b>	<b>\$1,259,486</b>	<b>\$192,137</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,790,880</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 16/17 EST. FUNDS	FY 17/18 EST. FUNDS	FY 18/19 EST. FUNDS	FY 19/20 EST. FUNDS	FY 20/21 EST. FUNDS	TOTAL PROJECT FUNDING
ISWR Capital Reserves and Fund Balance	\$278,617	\$1,227,060	\$186,137	\$0	\$0	\$0	\$1,691,814
ISWR Operating Revenues	\$60,640	\$32,426	\$6,000	\$0	\$0	\$0	\$99,066
							\$0
<b>TOTAL PROJECT FUNDING</b>	<b>\$339,257</b>	<b>\$1,259,486</b>	<b>\$192,137</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,790,880</b>
OPERATIONAL COSTS							
Personnel Costs		\$20,794	\$64,255	\$66,183	\$68,168	\$70,213	\$289,613
Operating Costs		\$8,700	\$8,918	\$9,140	\$9,369	\$9,603	\$45,730
Capital Costs		\$50,000	\$0	\$0	\$3,000	\$0	\$53,000
Less Savings/Fees/Revenue		-\$79,494	-\$73,173	-\$75,323	-\$80,537	-\$79,816	-\$388,343
<b>Total Operating Impact</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
FTEs Added		1.00	0.00	0.00	0.00	0.00	1.00

- 1 CTA Contract, which includes the planning/design costs, a project summary and the RFP.
- 2 Site Plan
- 3 Preliminary Designs