

Adopted Operating Budget & Capital Improvement Plan



**City of Gillette
FISCAL YEAR 2014-2015**

CITY OF GILLETTE, WYOMING

May 12, 2014

MEMO TO: His Honor the Mayor, and Members of the City Council
FROM: J. Carter Napier, City Administrator *JCN*
SUBJECT: Budget Message for Fiscal Year 2015ⁱ

Introduction

Pursuant to the direction of the City Council and as required by State law, the proposed Fiscal Year 2015 (FY 15) budget is attached for Council's review. The attached budget represents a balanced approach for operating the City of Gillette and providing services to the citizens of Gillette for FY 15. The proposed budget however is staff's suggestion as to how the funds should be allocated for the next year. Council now has the responsibility to review the draft budget materials, make changes as necessary, and provide further direction as Council sees fit. The budget should reflect the will of the Council as to the City's finances for FY 15; it is our hope that the budget work sessions will help draw that direction into the discussions and the budget document. The proposed total budget for FY 15 is \$167,316,324.ⁱⁱ

Summary Overview

Fortunately, FY 14 did not turn out as bad as was projected one year ago! Oil companies came to life in the energy sector throughout 2013 generating much needed relief from the declining economic trends of one year ago. The reduced expenses however that characterizes the current budget year has set a course for more streamlined operations that will benefit budget planning for years to come. Facing a growth trend that much of the latter part of 2014 appears to be broadcasting however, has its concerns particularly as it relates to pending retirements within the organization. Much like any public organization, a large loss of institutional knowledge is challenging as the City organization has heavily relied upon this insight over the years (which is something the City will face for a few more years yet to come.) The FY 15 budget is characterized by efforts to find opportunities to implement the plan in preparation for those retirements as well as eliminating a back log that has been a couple years in the making due to unfilled legacy positions and a growing infrastructure inventory. While FY 15 has the indications of being a year of economic growth, the proposal contained within the FY 15 budget is a conservative, flat outlook from a revenue perspective. Furthermore, it is hard to ignore the pressures accompanying the need to expand our borders; this budget proposal will make some headway in preparing for those eventualities.

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Revenues

General Fund

Given the difficulties and precariousness the General Fund is inclined to have, it tends to be the fund that gets the most scrutiny at this time of year. In that regard, sales tax receipts serve as the breadbasket of the GF and tend to serve as a bellwether for all funds even though they don't have a direct impact in the enterprise funds.

Sales tax receipts for FY 14 have been uncharacteristically stable and higher than predicted. As a matter of fact, sales tax receipts are projected to come in no less than \$3.0M over what was projected for FY 14. As of the writing of this message, sales and use taxes for FY 14 have trended above both budget projections as well as FY 13 actuals for nearly the entire first three quarters of the fiscal year.ⁱⁱⁱ Despite this trend, staff has not only kept the FY 15 proposal in line with what we are experiencing this current fiscal year, staff developed the budget to try to stay under what the trend would suggest by approximately \$1M.^{iv} In other words, this budget projects a revenue trend less than what FY 14 will likely bring. While this does not seem like a lot of wiggle room should the favorable trends not continue into FY 15, it does allow us some time to adjust our expenses in this fund should we need that flexibility. Much like in FY 13, staff will continue its vigilance in observing the trends early so that as red flags start to stand up, adjustments will be made in order to keep expenses under revenues.

Excess sales tax receipts in the General Fund have been very vital to the health of the fund overall. Another General Fund revenue stream that is not likely to correct or repair itself anytime soon is the one-time or capital revenues. The Supplemental or Direct Distribution is one of the only revenue streams that is available to the GF for projects that are not considered for 1% funding. In years past, other revenue streams have been available in order to make capital projects come together that were not eligible for 1% dollars. Those funding streams have gone away and the supplemental dollars that the State decides on from year to year is all that is left.

The difficulty that the City of Gillette has is that it has obligations outside of its organization that have priority over City projects because they are contractually required. The capital revenues have dwindled to the point that any capital dollars the City gets that are not associated with 1% endeavors actually get consumed by other projects at the Complex, the Fire Department, and the College. The gap between what capital dollars the City obtains and what is required of the City for capital needs along these lines is made up in the form of a "subsidy" from operational dollars in the General Fund. The good news is that the City lives so well within its means that it can actually cover a portion of capital and operational needs of other organizations using dollars that are fundamentally gathered for the purpose of running the host municipality.

If Council decides to add to the current list of obligations with agreements for more financial obligations for other programs or causes, the General Fund will grow in its requirement of operational dollars to commence capital work. This could lead to an abrupt discord

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in the health of the fund overall. In other words, the more the contracts line up for outside agency support through the General Fund, the more instability is being brought to the City's most precarious fund. The General Fund is responsible for supporting 80% of the City's workforce. In the absence of more capital dollars, stretching operational dollars amounts to the General Fund being less and less able to provide for its basic services.

For FY 15, the Land Board and Fire Board presented a combined total of \$12.5M for both the County and the City to consider for funding requests. Pursuant to the joint powers agreements with both Boards, the City would be responsible for a funding amount equivalent to 50% of the capital requests, or \$2.1M across both Boards for FY 15. Staff is recommending that the City's share of Consensus dollars be used to cover the cost of constructing Fire Station 3 which amounts to \$1.2M. Assuming then that the City's share of the cost to construct the new Fire Station 3 can be accommodated by the Consensus program, Staff would further suggest that 70% of the remaining capital requests across both Boards can be accommodated by available City funds. This would mean that \$418,861 for the Campex and \$249,500 for the Fire Department would be made available for their capital needs. Staff would recommend that the funding be provided for the entities to apply according to the priority list that was presented in the respective budget meetings. If the Council were to require that a larger percentage of City funds be made available for these capital requests, then funding from other General Fund line items/projects would be need to be obligated. No changes are suggested for the operational requests that they forwarded.^v

The pattern that is emerging as being more of the new norm for the General Fund, non-1% capital program, is that of transitioning capital projects that the General Fund would otherwise fund on a current basis to their being completed with carry over dollars from the previous budget year. The other outcome of this trend is that the City is essentially forced to do projects when the unencumbered cash outside of traditional means is available to complete a project that is not eligible for 1% funding. This is not necessarily a bad result! This pattern promotes the view that the City does not complete projects until it has the unobligated cash on hand to do so.

As an example, the FY 14 budget saw the ejection of the first floor remodel from the budget because funds through the conventional capital revenues were simply not there. Unencumbered cash was not sufficient at the time either. It does appear that pending the end of the current fiscal year, unencumbered cash can be held over and utilized for the \$2.4M necessary to complete the project. The City West redesign could also be included in that it is anticipated that the City will incur \$3M in excess cash receipts. If the adequate funds become available, staff would also suggest that the additional phases for the HVAC overhaul in City Hall continue as well as the initiation of the design for the vacant space at the City West facility.

Utilities

By virtue of the Financial Policies adopted by Resolution in FY 13, Council wisely mandated that Staff bring an analysis of the utility revenue forecasts in comparison with the associated expenses. Much has been said in recent months of the role that 1% plays as a

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“supplement” to the enterprise funds in that those dollars do not have to be made up in utility rates as a means of supporting the needed capital projects.^{vi} However, the design weakness these funds inherently work against is that the funds are only incurring a system growth of 1% a year while the expense growth trends on average at 2.5% annually. If a habit were built of not reviewing these funds every year, this dynamic alone could cause disruption that would be publicly unsavory to correct. The other side of this practice is that not every fund needs a revenue increase year in, year out.

Water

Last year at this time, it was largely assumed that a rate increase would be needed for FY 15 since in fact a rate increase was not incorporated in 2013. The water fund was indeed one of the funds that suffered due to the heavy rains that occurred throughout much of the 2013 summer where less watering was needed for residential green space.^{vii} Much to staff’s surprise, the performance of the fund, despite the wet season, was still healthy enough to endure another year of no rate increases. Council should be aware that more years of no increases being needed is probably not likely. This is mostly attributable to the fact that once the new Madison comes on line, the increased degree of assets will likely amount to more needs i.e. increased costs that doubling the water fund’s assets would generate.

At this point however, the water fund is performing at a level that is above the optimal performance level and is not posing concerns as to a need to protect reserves. The fact that the capital needs of the fund are supported by 1% dollars does cushion the rate payer from increases that would be needed to keep up with routine repairs and replacements. Staff will continue to monitor the costs to make sure they are not getting ahead of the fund’s ability to perform in an optimal condition as well as the need for the incremental, smaller increases needed for the new Madison waterline.

Sanitation

This fund has little need of 1% infusions mostly because the assets that need repair and replacement are more associated with dumpsters and vehicles. The Fleet Fund will replace the vehicles so major capital expenses are rare in this fund. There are expenses however in that this fund employs nine people. This fund is also operating above the optimal operating condition. If tipping fees remain flat at \$75/ton and other costs don’t run away on this service, this fund could remain very viable and not need a rate increase for another 3 years.

Wastewater

While this fund comes closer to threatening the reserves more so than the previous two, the direction of the fund reverses course in 2016 without crossing that important threshold. That reversal towards the optimal condition would take place sooner if it were not for the conservative and understandable approach that Council has identified wanting to take over the next couple years with smaller

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incremental rate increases. Once the rough part is beyond us in 2016, it does appear that if costs don't get too far ahead of the service provision, increases might be able to be abated.

Increases for this fund in FY 15 are in the \$3 range for the typical residential customer. Next year will likely see a similar increase before the fund has effectively caught up and started a more positive trend. Without the infusions of 1% to take care of the repair and replacement of sewer lines and facility improvements, the losses would be such that doubling the proposed rate increase would still not be enough to protect the fund's reserves, if those projects were not deferred. This fund also has the burden of the repayment of bonds that were needed to finance some important plant expansions of a few years ago.

Power

A cursory look at the performance trend for this fund is certainly a cause for concern. While the trend is projected to reverse later in FY 15, the fund still has some repair to incur by way of fee increases to get the back in a more favorable position. FY 16 certainly could be the year that the fund will come out of a reserve dependency for balancing purposes and work its way back toward reconciliation with the optimal operating condition. Council will then need to determine how long they have a tolerance for the fund's performance below that standard; it is possible that Council could allow that type of activity since it appears that between FY 17 and FY 19 the trend is positively responding to the relatively minor rate increases proposed until then. If this trajectory continues, it may be that in the two successive years rate increases may not be needed. The emphasis that is needed for this fund is that the foray into the reserves was needed to occur in order to make the arrangements to bring the CTII into the City's power profile. While it is currently uncomfortable to be operating in the "red" as it were, the plan Staff is implementing shows the positive indicators already occurring that were anticipated.

There is an additional dynamic that Council needs to be aware of that will manifest itself in this fund if Council's southern strategy of annexation comes to pass. The power fund as it is currently proposed omits the dynamics relating to the industrial park annexations for now. The problem is that by the time the budget is approved by the Council, staff will not have every detail of what the recommended approach should be to funding the system expansion costs required upfront for this type of annexation. It is our goal that the development will somehow pay for itself either by revenue bond proceeds, property tax deferments and/or partnerships at the State level to bring all of this system expansion together. Trying to fill in the blanks for this dynamic at budget time would be speculative at best. If Council will permit, staff is already at work putting the whole package together and will bring back to the Council at the right time for further, more informative discussion as to how this can work.

Suffice it to say at this time that the returns that the City gets from a load standpoint and ultimately a sales tax perspective (upon completion of the entire southern strategy) will pay off and be of benefit to the City. The details of how the City gets to this point and what those benefits are will be presented to the Council at a future time. Staff would not recommend that the approval of the budget

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needs to be held up until that time in that the current proposal is reflective of what we do see happening with the CTII purchase and the routine operations of the fund itself.

Expenses

1%

Much discussion has already taken place with regard to the degree of importance this year has in relation to projects that may or may not happen if the Optional 1% sales tax passes in November. Many of the projects being constructed now will serve as the banner project for voters as they evaluate the level of suitability 1% has in our taxing structure. Certainly, many voters will see the work on Gillette Avenue in their minds' eye, for example, as they cast their ballot at the various voting booths around town. If the voting public will be mulling the question of whether or not the City officials have used those dollars in the right accordance, they have nothing to fear.

Of the projects being proposed for FY 15, 82% (or \$17.2M) of those projects are dedicated directly to infrastructure projects to provide for the basic properties of life.^{viii} Streets alone, a very high priority for the responding public, will call for \$7M for projects projected for FY 15 and not currently underway. 1% dollars spent on sidewalks will require an additional \$300,000 or 1.4%. Of the \$21M that the 1% fund is projected to take in throughout FY 15, 5% will be dedicated to social service agencies. Some of the larger recipients in this category are the Senior Center, YES House, and the Boys and Girls Club. Beautification projects, which have come up a number of times in the citizen surveys as being more of a low priority, will require 2% of the 1% dollars to build out the FY 15 capital plan in this category. Park improvements or park development will need 3.5%. Given the factual nature of this assortment of data (the high priority items like hard infrastructure are clearly receiving the preponderance of 1% dollars and the lower priorities are proposed to receive a fraction of the 1% dollars), it is hard to make a plausible argument that the 1% dollars are not being used as the citizenry suggests.

Some of the larger projects being considered for the 1% fund in FY 15 include:

- Westover Road from Burma to Highway 50. This project involves not only the reconstruction of Westover road between Burma and 50, but also the widening of the subject area as well.
- Water line replacements. The area of replacement are main in Circle Drive from Veterans Drive to Prairie View Drive, main in 12th Street from Hwy 59 to Gurley Avenue, main in Church from 7th Street to 9th Street, main in Stanley from 7th Street to 9th Street, and main in 9th Street from Church to Stanley.
- Sewer line replacements. The area of replacement are main in Green Street from 5th Street to 9th Street, main in the alley between Hwy 59 and a number of residential areas heading north to Gurley Avenue.

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- Design for the Outdoor Swimming Facility Expansion. This project will lay the groundwork for the eventual construction of a new outdoor swimming facility. This phase of work will include citizen involvement as a part of the planning effort. This project is not intended to replace the City Park swimming facility.
- Z1-R4 Southern Drive Tank. The Zone 1, Reservoir 4 (Southern Drive Tank) is showing signs of rusting during the last inspection and is in need of some interior and exterior repainting. The project will include removal and repainting of the interior and exterior surfaces.

Staff will continue to use 1% dollars to leverage other grant funds in order to help make the 1% dollars go further as they are being invested in our community through a number of projects like these.

Madison

FY 15 looks to be another year of achieving a number of construction benchmarks toward the completion of the Gillette Regional Water Supply Project. The estimated total for FY 15 appropriations for projects that are anticipated for award is \$45,402,922.^{ix} This is the largest utility project that the City of Gillette and perhaps the State of Wyoming has ever undertaken. Consequently, it makes sense that this portion of the message serves as a reference for the many details associated with this significant project with particular attention for projects being carried over from current fiscal year and what is on the horizon for FY 15.

To date, the Wyoming State Legislature has appropriated and the Governor has approved \$190,120,538 towards the Gillette Regional Water Supply Project. The total estimated project cost is \$217,600,00.00.

Total State Grant Funding Committed to Date (Madison Water Supply Project):

State Budget Reserve Account (2009).....	\$11,222,500.00
State Water Account III (2010).....	\$16,415,000.00
State of Wyoming General Fund (2011 & 2012).....	\$13,935,430.00
Wyoming's Share of the Federal AML Funds (2011, 2012, & 2013).....	\$78,427,070.00
Strategic Investments and Projects Account (2014); established per 2013 Wyoming Session Laws, Chapter 73, Section 300(e).....	\$13,385,995.00
Future AML Appropriations (<i>late CY 2014</i>)	\$12,406,005.00

Total Grant Funding to date (Gillette Regional Water Supply Project).....\$145,792,000.00

Total State Loan Funding Committed to Date (Madison Water Supply Project):

Permanent Mineral Trust Fund Loan; 5 years @ 4% ('09, '10, '11, '12)	\$44,328,358.00
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Total State Funding to Date (Grants & Loans).....\$190,120,358.00

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Local Capital Facilities Tax Received to Date through March 31, 2013:

City's \$75M share for 33% cost of Madison Water Supply Project..... \$52,187,063.00^x

Total Funding RECEIVED to Date – All Sources\$242,307,421.00

The FY 15 Budget Request for this project includes significant capital outlays to continue to meet our 2016 water delivery schedule. The FY 15 construction program includes the following carry-over contracts as well as new construction contracts.

- Construction Contracts Substantially Complete (carry-over contracts)
 - WYDOT Hwy 50 Treated Water Transmission Pipeline, Westover to Lakeway
 - Madison and Donkey Creek Electrical Substations
 - Contract 1 - Madison Test Wells
 - Contract 3a - Enzi Drive Sleeve
 - Contract 3 - In-Town Treated Water Transmission Pipeline, Lakeway to Southern Drive Tank and Westover Rd
 - Contract 4a - Treated Water Transmission Pipeline, Wyodak to Southern Drive Tank
- Construction Contracts Awarded (carry-over contracts)
 - Contract 4b, 4c, 4d and 4f - Treated Water Transmission Pipeline from Wyodak to Moorcroft, and Pine Ridge Area pipelines
- Construction Contracts Pending (Fully-Funded)
 - Contract 2 - Three (3) Additional Madison Wells
 - Contract 2b - Well Field Piping, Pumps and Equipment
 - Contract 5 - Donkey Creek Pump Station
 - Contract 6 - Pine Ridge Storage Tank
 - Contract 7 - Pine Ridge Disinfection Facility
 - Contract 8 - 18-inch Pump Station 1 Discharge Transmission Pipeline Extension, Gurley Ave to Wyodak Blending Facility

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- Construction Contracts Pending^{xi}
 - Contract 4e - Treated Water Transmission Pipeline, Moorcroft to Pine Ridge, "D" Road & US Hwy 14 Section
 - In-Town Treated Water Storage Reservoirs

The FY 15 Budget Request also includes funding to begin construction for the highest priority regional extensions to serve areas along Force Road and South Hwy 59 affected by poor water quality and insufficient fire protection. Pending the execution of multiple Water Service Agreements (WSA's) with the high-priority Water Districts, the City will begin advertisement for the Priority I District Extensions Project in early FY 15.

To date, the Wyoming State Legislature has appropriated and the Governor has approved \$6,432,000 towards the separate District Extensions Project. The total estimated project cost is \$60,000,000.00.

Total State Grant Funding Committed to Date (District Extensions Project):

WWDC Grant for Priority I Extensions for 67% of Design & Construction . \$6,432,000.00

Local Capital Facilities Tax Received to Date through March 31, 2013:

City's \$20M share for 33% cost of District Extensions Project\$13,814,223.00

Total Funding RECEIVED to Date (District extensions)\$20,246,223.00

Completion of the Gillette Regional Water Supply Project will ensure basic water service will be available to meet Gillette's anticipated growth and sustain Gillette and Wyoming's dominance as a national energy provider for many years to come.

Human Resources

The staff of the City of Gillette worked hard to provide our citizens first class service despite a number of challenges that FY 14 brought in its wake. The organization weathered a significant winter storm very early in the season followed by an unyielding, nasty winter. Along with these environmental challenges, a change in leadership occurred among the Council. Instead of imploding or becoming overly distracted with any of these occurrences, the employees endured while providing and maintaining some of the finest services and facilities. It is incumbent upon times such as these to push the limits of the budget and recognize our employees for their very meritorious service.

Additionally, it is hard to imagine that the organization will not have to endure over the next year the allure of the private sector in an attempt to dissuade our employees from a promising career in public service. This type of movement is a hallmark of economies that

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it appears Gillette is moving further into; the City needs to do what it can to prepare itself against the risk of losing some of our key employees.

The balance of providing competitive wages while keeping in check with the limitations of the budget is always a challenge. The FY 15 proposal for employee pay is essentially in two phases. Staff believes that it is important to provide for a merit plan that is higher than last year-- namely, a 1%, 3%, and 5% merit increase pursuant to the respective employee's performance for the fiscal year.^{xii}

Without having at least a couple years of revenue growth under our budgetary belts however, it is not recommended to offer a full cost of living allowance. Staff believes that it is financially feasible to provide the employees a cash payment to help offset some of the increasing costs that are indeed occurring in our community. If approved, this would mark the second year in a row that a full COLA has not been given to try and match the increase in costs in our community.

Staff is recommending a bit of a twist on the cash payment this year however. Staff proposes a cash payment of \$1,350 per employee across the board. This would be a net or cash value payment so the City would incur the cost of the taxes associated with these payments. The benefit this approach would provide is that it would actually be a larger portion of a salary payment to the employees in the lower earnings brackets than it would for those who earn higher salaries in the organization. In other words, \$1,350 in a cash payment means much more on a percentage basis to an employee who earns \$20K/year than to an employee who earns \$100,000/year (6.7% vs. 1.3%). The cost for providing this one-time payment is approximately \$492K to the General Fund^{xiii} and \$163K to the respective enterprises. Not any part of this plan requires Council to access funds from the reserves or unobligated cash balances to implement this proposal.

The City currently has 38 employees who are eligible for retirement this year with an additional five employees becoming eligible within the next year. This equates to 15% of our employee group that could retire within two years. One knowledgeable, long-tenured employee is hard to replace and replicate in terms of the insights and institutional memory they take with them. The process by which these employees are impacting the organization with announcements and impending dates for departure has already begun. It is quite possible that as the economy improves the number of "retiring" employees will grow and the time for the City to be prepared and manage this effort will be behind us.

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The position requests being sought in the Utilities department attempts to work with this dynamic.

- Wastewater Division – Requesting:
 - Two wastewater operators – 50% of the current team is retiring with the next five years. Two positions will provide the manpower needed to create the seamless transition as the knowledge base starts to deteriorate with retirements. Three years of experience on the job are needed to become Level III operators, which is the minimum certification needed to be a baseline operator. With the addition of an inventory of new sewer lines, lift stations, operational processes, and new programs the annual work plan will require 21,345 hours per year which actually equates to 14 FTE (currently there are 11 FTE). With the requested increase, one each year for the next two years, the work demand should be able to absorbed.
 - One Yard Waste operator – Having one FT operator should eliminate the need for plant/collections operators to take on the duties needed outside of the plant. This would also eliminate the need for seasonals who do this as well.
- Electrical Division – Requesting:
 - One Electrical Engineer, One SCADA Technician – These two positions will deal primarily with keeping up with back log that continues to grow due to inadequate staffing levels. 1,960 hours of work annually in the electrical design area is being deferred. 1,880 hours worth of work in the SCADA area is currently backlogged.^{xiv} Not dealing with these backlogs lead to an inability to work with rehabilitation projects of the City’s electrical systems as well as an inability to support system expansions. These two positions should help to reduce the backlog, provide for some cross training/education to better prepare for key retirements, and help spread the burden with regard to support for system expansions.

The General Fund would assume the impact of the 5.5 positions of the 9.5 being requested. With that said, the impact of the new positions to the General Fund will only be 2.4 %.^{xv} The position requests are as follows:

- Public Works – Requesting:
 - One Parks operator – This position will either be assigned to the new Baseball/Softball complex directly or will back fill the current position that is shifted to this facility from another existing assignment. In any case, the staffing study conducted on behalf of the Baseball/Softball complex indicated a need for two additional full-time staff at the current level of construction. Staff proposed that one FTE with the help of a couple seasonal employees, should suffice until the park expands significantly at some point in the future.

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- Finance – Requesting:
 - Financial Specialist – This request involves the conversion of the existing .5 FTE to a regular FTE. The Finance Specialist in question has been a half time person for at least the last five years. Since that time, backlog issues have required an inordinate amount of time put in by a few employees beyond the hours of a regular workday or workweek. This conversion would help deal with backlog issues as well as position the City from a cross training perspective to work ahead of demands placed by looming annexations.

- Police – Requesting:
 - One Detective – This position request is contingent upon the City’s plan to annex areas south of the current City limits on Highway 59. There are a number of requests in front of the Council currently proposing that a significant number of industrial parks be annexed into the City. The industrial area south of Southern Drive and north of Crestview would require additional coverage from an investigative perspective versus routine patrol activity. Given the timeframe needed to hire a detective, the process would need to begin upon hire July 1 in order to get the person trained and out working as an independent detective by the end of the calendar year.
 - One Animal Shelter Assistant – Historically, animal control officers have rotated through the shelter to help with the demands the facility requires to be met. In order to keep officers out on the street and the service demands at the shelter be met, another shelter assistant is being requested to maintain the appropriate workflow within the facility. A third assistant will help reduce wait time of the 50-100 people that visit the shelter each day, seven days a week. This also allows for three officers to do nothing but respond to calls and patrol the streets of Gillette.
 - One Victim Services Specialist – This request is budget neutral to the City. This is a position that the Sheriff’s office is requesting the City to manage and oversee on their and County victims’ behalf. Consequently, the Sheriff’s Office is willing to cover the additional costs that the State will not cover through their VOCA/VAWA grants the City currently uses. If the State and/or the County Commission is not willing to fund this request, the position request will then be rescinded by Staff and Council will not need to consider it.

- City Attorney – Requesting:
 - One Assistant City Attorney – The City Attorney has been requested by the Council to start a succession plan involving bringing someone in board to turn the institutional memory over to pending the Attorney’s retirement. This fiscal year has been identified by the Council as the time to start that process.

All of the above positions being requested come as a result of either our inability to keep up with service demands and dealing with backlogs and/or our concerns for a good strategy to work with the inevitable exodus that will come with our retirees. The FY 15 budget as proposed has the new positions included with the associated costs as well.

Reserves

The biggest benefactor of the financial policies set back in 2012 was the City's reserves. While there has always been some level of funding set aside from time to time, never before has there been funds set aside to the extent that is now being reserved in every operating fund.^{xvi} Nor, has there ever been money set aside under the strict protections and structures that these monies are now being encumbered. The rate models for each of the enterprise funds anticipates an eventual goal of a 10-15% unobligated, unreserved cash balance over and above the newly established operating reserve over time to deal with the unanticipated, unbudgeted costs that would not rise to the level needed for official withdrawals from the reserves. The total reserve balance for the entire organization will be near \$42.6M by the end of FY 15. To put this into perspective, this would be equivalent to tying up 25% of the City's FY 15 budget in some level of protected accounts. These reserves are in place by policy or other mandate in order to protect certain cash interests of the organization and make it very public when those corpus dollars are being considered for removal from these depositories.

General Fund

As alluded to earlier, it is anticipated that barring any cataclysmic vaporization of sales tax receipts before the end of FY 14, the City should gain an excess in sales tax receipts of \$3M in the General Fund. Council will see a request for staff to use that funding for the sorely needed remodeling of the first floor in City Hall and the re-design of the City West facilities. Pending that approval, it is also anticipated that \$1.4M will be saved in FY 14 General Fund line items below what was budgeted for expenditure. Given the roughly \$2M that is residual in the cash balance of the General Fund currently, it is very conceivable that the General Fund will have an unobligated cash balance of nearly \$3.5M to start FY 15. Any cost savings or excess receipts realized over and above what is budgeted throughout FY 15 would ostensibly be added to this balance.^{xvii}

The 1% fund has a similar performance in process as well. As of June 30 in the current fiscal year, the 1% fund is anticipated to have \$2.7 M in excess, unanticipated receipts over and above what was budgeted. The 1% fund is also projected to have \$1.3M in residual savings from past projects.^{xviii} With the two sources of savings in mind, FY 15 is projected to start with \$4M as an unobligated balance in the 1% fund. Given the fact that project savings or surplus receipts for FY 15 are hard to tell at this point, the fund is not projecting any project savings, nor surplus receipts beyond what 1% is slated to collect in FY 15 (\$21M). If Council still has an interest in one year's time, the General Fund and the Optional 1% Fund may be able to contribute a combined cash total of \$7M toward an outdoor pool project post FY 15.

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Utilities Reserves

Reserves play an important role in the operation of the utilities as well. Each enterprise fund is required to have a 90-day operating fund as well as a year's worth of capital depreciation. Additionally, Staff builds a cash operating cushion in each utility fund as well to indicate a general level of operating health and as an added protection for the reserves. This is also weighed when Council considers rate impacts as well.

The enterprise funds have a variety of impacts. The Water Fund is going to see a positive cash impact of \$120,152 to bring the FY 15 projected year-end cash balance to \$2.6M over and above a combined restricted amount of \$7.9M.

The Power Fund is quite a bit different. While it will show a \$2.9M positive cash impact, the fund overall will still be into the reserves by \$1.2M.^{xix} The replenishing of the reserves from last year will happen as a result of the bonds being drawn to pay for the CTII acquisition which also includes reimbursing a great deal of expense already incurred by the Power Fund. Ordinarily, the fund would require a combined total of \$15.7M to be inviolate.

The Wastewater Fund will actually have the only negative cash impact of \$474K. The fund however will still perform outside of the reserves and have a positive cash position of \$949K by the end of FY 15. The reserves are set at a combined total of \$3M.

The Solid Waste Fund is a healthy fund. While it will only have a cash impact of \$48K, it will contribute to a cash balance of \$686K. These dollars are over and above any dollars required for the associated reserves, which is set at \$560K. This is as close a fund may come in one year to having the rates set close enough to where they are covering the cost of doing the fund's business while setting very little aside in added reserve or surplus dollars.

Health Fund

The City of Gillette, as a self-funded entity, maintains a Medical Fund to cover expenses related to:

- Medical claims;
- Prescription claims;
- Dental claims;
- Short Term Disability Claims;
- Carrier Administrative Costs; and
- Campbell County Coordinated Benefit Trust Participation.

CITY OF GILLETTE, WYOMING

This is the first full year of operation under the new, City Council endorsed business plan to aid in the long term management of the resources associated with the medical fund. The new medical fund business plan utilizes a methodical, long-term view to recover and maintain sufficient funds over time. For the last few years, the Health Fund has been experiencing a trend of high claims which has reduced the fund balance to a level below the Policy target value. In accordance with the Policy and in an effort to maintain the Funds financial integrity, the maximum allowable annual premium increase of 10% will be passed on to employees beginning January 1, 2015.^{xx} In addition, a budgeted transfer of \$413,555 from the General Fund is being proposed to help replenish the Fund. This amount includes \$270,955, which represents 50% of the FY 14 reserve balance shortfall, and \$152,600 to make up the FY 15 budgeted Fund deficit.

Fleet Maintenance Fund

A recently adopted Fleet Maintenance Fund policy also drives much of the discussion being considered in the FY 15 budget. A policy of this nature is critical when it comes to providing the funds necessary to support a \$13M set of assets. The current balance of the fund is projected to close at \$3.9 M. The policy states that “the replacement fund balance will not exceed 30% of fleet value or the forecast 5-year project total, or whichever is lower.” The 30% maximum allowed is \$3.8 M. The budget proposes a closing balance at end of FY 15 of \$3.6M. The difference of \$265K is not in conflict with the policy which would indicate that the fund is still healthy. More discussion will be needed to potentially identify a floor level of funding so as to more clearly identify a threshold where the fund will retain its character of health.

This fund will take on some additional discussion over the next year as it relates to its potential service as a model for the establishment of a similar fund at the CamPlex. Some discussion ensued earlier in the budget season concerning an interest in funding the fund at a very high rate of replacement value. This type of an approach means that the City will be required to siphon more operational dollars from the General Fund into another fund outside of the operations of the City of Gillette. For the City, looking critically at the goal of the Land Board fleet maintenance fund will be helpful in that it is a good management tool for the Land Board to adopt into practice. However, over funding a fund that has a balance based on impractical guidelines does little to help the City better manage the dollars that are allocated to another outside agency. In any case, the County has agreed to initiate the funding of the fleet fund for the Land Board this year similar to the way in which the City did a similar thing a few years back for the Fire Board. The City will be expected to participate in this fund on an ongoing basis starting next year.

A similar analysis will need to occur in the Fire Fleet Management fund as well. This year the value of the Fire fleet is valued at \$13.1M. The current dollars set aside in the fund is \$4.8M or 37% of the value of the fleet. The City is being asked to give another \$452K as the City’s requisite piece of this payment (50% of the total).^{xxi} The question that begs to be asked is with regard to what financing goal is this piece of funding based upon? When is the fund overfunded and then can appropriately bear some of the

CITY OF GILLETTE, WYOMING

Department's cost of doing fleet business? This is exactly the same question that Council grapples with when it comes to evaluating utilities every year. Namely, how much reserves is appropriate and when does the respective reserve become gratuitous at the cost of the rate payers? Staff would suggest that for all of these funds, a policy be mutually adopted by the funding entities that will serve to govern the management of this costly set of combined assets by the end of the calendar year.

Conclusion

Much like any election year, it is likely that much will be done by way of a maligning by the more antagonistic election candidates regarding the City's use of tax resources. As the presentation of this message will show, there are a number of ways that staff will use to demonstrate that the City is living within its means. The Power Fund and the Wastewater fund are the only funds that are not in an ideal operating condition. These conditions have been well discussed and planned from a rate perspective to deliberately have a performance that is less than ideal (in other words, if Council were interested, a more thorough adjustment in rates would correct current deficiencies more quickly than what is being planned). Ironically, these funds are not normally the funds that the City's antagonists usually point to however.

To discuss the broad philosophy this budget is designed under once again, Staff believes that the budget is a conservative approach to conducting the public's business, despite the potential growth in the personnel lines. The budget does request some additional personnel. These positions are needed to cover pending retirements, deal with backlogs that could negatively affect service delivery, and prepare for growth that the City is already experiencing and will likely experience very soon. If the Council were not interested in maintaining a high level of service delivery or were not interested in responding to growth needs, this budget could certainly be pared back. This Council appears to be much more sophisticated and responsive than that however.

Indications are strong that the local economy is going in the right direction. The revenue calculations for FY 15 however are short of pushing the envelope and are not aggressive. The budget allows for an economy that grows at a much quicker pace than the rate at which the revenues are projected in all of the funds. As an example, the assumption that the enterprise funds will grow at a very moderate pace of 1% annually with a booming oil economy, a strengthening real estate market, and a burgeoning uranium economy is conservative. Should coal gain some life over the next year, those gains will prove to be surplus for the prudent approach the FY 15 budget takes.

If the Mayor and Council chooses to adopt the proposed FY 15 budget, they will have adopted a document that is designed to critically consider the City's goals and desires against the backdrop of the challenges being faced currently. All of this, while providing a high level of service in a financially balanced approach. There is little that anyone could point to in the FY 15 budget document that would

CITY OF GILLETTE, WYOMING

demonstrate an attempt on the part of this leadership that is not forward thinking, prudent, and aimed at serving the public in a way that the majority in Gillette would clearly want.

ⁱ The budget message herein is as it was presented to the City Council at the May 2014 budget workshops. At the direction of the City Council, changes were made to the budget prior to its official passage and are therefore not reflected in this budget message.

ⁱⁱ This includes the projects anticipated for FY 15 related to work on the Madison waterline in the amount of \$45,402,922.

ⁱⁱⁱ In August of 2013 (the very first part of FY 14), sales tax receipts fell 2.5% below the same month in FY 13.

^{iv} A similar conservative projection was made in the 1% fund as well. The projected receipts for FY 14 are \$21,733,489. Staff budgeted \$21,000,000 in receipts and corresponding projects for FY 15. The good news is that the budget number for FY 14 is \$19,000,000. This means that the 1% fund will have an estimated excess of \$2.7M to carry over on an unencumbered basis for FY 15.

^v Council will recall that the difference this year in operational participation with the Land Board is 16%. This is in keeping with the newly negotiated agreement with the Land Board that was passed and approved in 2013. The operational requests equate to \$571,101 for the CampPlex and \$910,392. Total investment in the two operations is \$2.1M.

^{vi} It is anticipated that \$10.4M of 1% funds will be dedicated to enterprise fund capital repair/replacement needs.

^{vii} It is estimated that the water fund was set back by \$1.2M due to the lack of watering last year.

^{viii} This includes projects dedicated to Streets (\$7M), sewer (\$6.4M), water (\$4.5M), storm water (\$450K), and bridge (\$90K).

^{ix} Last fiscal year the City set aside \$84M for contracts slated to be awarded in FY 14.

^x At this rate of funding, the capital tax amount needed for this project could be collected by May of 2015.

^{xi} Pending future AML appropriations in late CY 2014.

^{xii} Council approved a 1%, 2%, and 3% merit plan on a lump sum basis with a 1% COLA for FY 14.

^{xiii} The General Fund supports 72% of the overall workforce.

^{xiv} The City pays for 2,080 hours of work with each full-time employee annually.

^{xv} For the remaining four positions being requested in the Wastewater and Power Funds (Utility Admin would also share in the burden), the percentage impact is 4.6% across all three funds, respectively.

^{xvi} The financial policies anticipated the need for reserve requirements for those funds that are operational in nature. The funds that do not have a reserve requirement pursuant to the most recent policy statement are the non-operational funds: the 1% fund, the Insurance fund, the internal service funds, the Utilities Administration fund, the Building Maintenance fund, and the Warehouse fund.

^{xvii} This \$3.5M balance and other excess receipts/savings described here would be over and above and completely separate from what is proposed to be set aside for reserves and the other restricted accounts mentioned earlier.

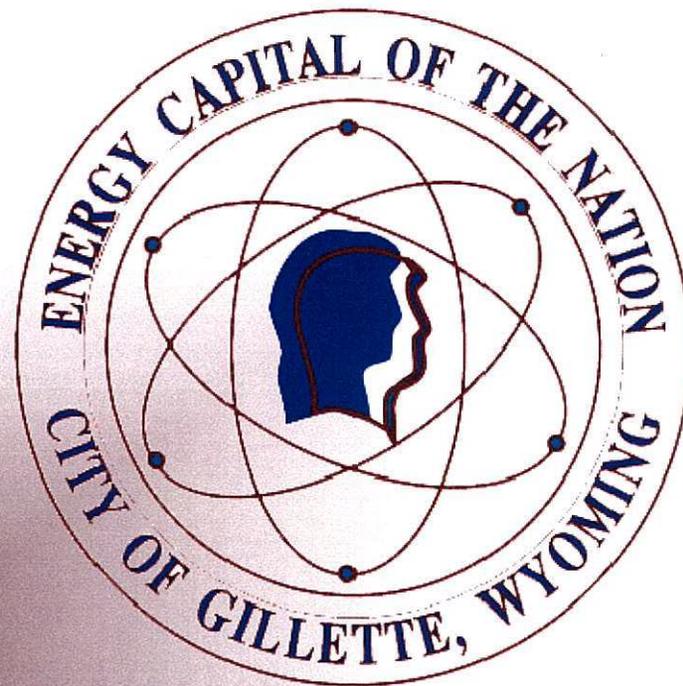
^{xviii} This savings does not include what Council has authorized for use in the currently ongoing Gillette Avenue project. The savings identified here are more from previous years than what was identified to Council as current savings that were able to be allocated several weeks ago. The \$1.3M are currently unobligated.

^{xix} Last year the fund incurred a \$4.2M hit in the Power Fund reserves.

^{xx} This is the fourth such increase in the last two years.

^{xxi} Last year the City contributed \$536K.

Adopted Operating Budget



City of Gillette
FISCAL YEAR 2014-2015

**SCHEDULE: FY15 BUDGET with Council,
City Administrator, Finance Director, Dept Heads & Staff**

Month	Date	Day		Time	Location	
May	12	Monday	ADMINISTRATION - Carter Napier		6:00 PM	3 rd Floor Conference Room
			1. General Fund Revenue (pg. 3)	2. Mayor & Council (pg. 7)		
			3. Administration (pg. 9)	4. Public Access (pg. 11)		
			ATTORNEY - Charlie Anderson (pg. 15)			
			HUMAN RESOURCES - John Aguirre			
			1. Human Resources (pg. 17)	2. Safety (pg. 19)		
			3. Health Benefit Plan (pg. 111)			
			FINANCE - Tom Pitlick			
			1. Finance (pg. 21)	2. Customer Service (pg. 23)		
			3. Purchasing/Warehouse (pg. 25)			
			ADMINISTRATIVE SERVICES - Pam Boger			
			1. Admin Services (pg. 27)	2. City Clerk (pg. 29)		
			3. Judicial (pg. 31)	4. Facilities Maint. (City Hall/City West) (pg. 33)		
			5. IT (pg. 35)	6. GIS (pg. 37)		
			7. Veh. Maint. (pg. 105)	8. Vehicle Replace. (pg. 109)		
			POLICE - Jim Hloucal			
			1. Police (pg. 39)	2. Dispatch (pg. 41)		
			3. Victims Services (pg. 43)	4. Substance Abuse Prevention (pg. 45)		
			5. Animal Control/Shelter (pg. 47)			
			May	13		
1. Special Projects (pg. 13)	2. 1% Fund (pg. 67)					
PUBLIC WORKS - Sawley Wilde						
1. Administration (pg. 49)	2. Parks & Landscaping/Swimming Pool (pg. 51)					
3. Forestry (pg. 53)	4. Streets (pg. 55)					
5. Solid Waste (pg. 89)						
UTILITIES - Kendall Glover						
1. Madison Water Line (pg. 79)	2. Administration (pg. 83)					
3. Electrical Engineering (pg. 87)	4. Water (pg. 93)					
5. Power (pg. 97)	6. Sewer (pg. 101)					
DEVELOPMENT SERVICES - Dustin Hamilton						
1. Engineering (pg. 57)	2. Building Inspection (pg. 59)					
3. Traffic Safety (pg. 61)	4. Planning (pg. 63)					
5. Code Compliance (pg. 65)						
BUDGET WRAP-UP						

Definitions - Budget 2014-15

● **Benefits** *(include):*

..FICA

The City's share of FICA (Medicare and Social Security) is 7.65% of gross wages.

..Health Insurance

The City's portion of health insurance premiums for 2014 are \$601.00 for single, \$1,209.39 for employee + 1, and \$1,547.07 for employee 2+ or 85% of the total premium.

..Dental Insurance

The City's portion of dental insurance premiums for 2014 are \$32.69 for single, \$65.37 for employee +1, and \$96.11 for employee 2+ or 85% of the total premium.

..Life Insurance

The City pays \$.09 per \$1,000 of gross salary for coverage equal to the employee's base salary up to \$75,000. The City also pays Dependent Life for employees with dependents at a cost of \$0.48 per employee, or roughly \$110.40 per month.

..Long Term Disability

The City pays \$.268 per \$100 of gross salary.

..Unemployment

The City pays actual claims for former employees instead of a fixed monthly rate.

..Worker's Compensation

Worker's Compensation rates for 2013-14 were .17% for non-hazardous (clerical) and 1.36% for hazardous (all other). Rates are established by multiplying the City's claim history by the statewide base rate, and will be adjusted for the 2014-15 Fiscal Year on 07/01/14.

..Wyoming Retirement

The City pays both the employee (8.25%) and the employer (7.62%) share for all permanent personnel. For sworn police officers and dispatch staff the City pays both the employee (8.60%) and the employer (8.60%) share.

● **Capital**

Items reflected in these accounts have generally been requested through the Capital Improvement Plan (CIP), if not, it is noted.

● **Contract Labor**

Costs for temporary labor employed by service agencies. The City utilizes these workers primarily during the summer months.

● **Contractual Services** *(may include the following, not an all inclusive list):*

- ..Auditing Services
- ..Computer Services (based on internal formula)
- ..Contract Mowing
- ..Contract Snow Removal
- ..Engineering Consultants
- ..Professional and Consulting Fees
- ..Property Maintenance
- ..Technical Consultants
- ..Vehicle Allowance

● **Materials and Supplies** *(may include the following, not an all inclusive list):*

- ..Books & Periodicals
- ..Building Maintenance
- ..Custodial Supplies
- ..Diesel Fuel/Gasoline (based on internal formula)
- ..Dues and Subscriptions
- ..Equipment Maintenance
- ..Gen Supp/Furn/Equip < \$5,000
- ..Prop/Liab Insurance (based on internal formula)
- ..Meeting Expense
- ..Materials/Parts
- ..Natural Gas (based on internal formula)
- ..Office/Computer Supplies
- ..Rentals of Equipment
- ..Safety Supplies
- ..System Maintenance
- ..Telephone Services
- ..Training and Education
- ..Transfers to Other Funds
- ..Travel Expense
- ..Utilities (based on internal formula)
- ..Vehicle Maintenance (based on internal formula)
- ..Vehicle Replacement (based on internal formula)

● **NOTE: All FY 2013/2014 and 2014/2015 Performance Measures are based on projected/estimated numbers**

CITY OF GILLETTE

2014-15 BUDGET

FUND: General
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Administration
CODE: 001

ACTIVITY DESCRIPTION:

General Fund Revenue includes Real Property Taxes, Sales and Use Tax, Mineral Royalties and other general government revenues. These revenues pay for the general government operations of the City of Gillette. This includes Mayor and Council, Administration, Administrative Services, Finance, Police Services, Engineering and Development Services, Public Works Administration, Parks and Streets.

Sales and Use Tax, which is the main revenue source for the General Fund, represents the City's share of the 4.00% general sales tax. Sales tax revenues have been strong throughout the first 10 months of FY13/14 coming in above budget each month throughout the year. While various indicators suggest a continued strong economic environment, the amount of revenue for general sales tax in the fiscal year 2014/2015 budget remains conservative and is reflective of the current year trend.

Other revenues from the State that are contributed to the General Fund include Severance Tax and Mineral Royalty income. The amounts allocated to Gillette for fiscal year 2014/2015 are \$1,083,320 and \$1,548,264 respectively. These amounts are comparable to the prior year allocation. The other major source of State revenue is the Direct Distribution. The allocation to Gillette for fiscal 2014/2015 is \$2,115,604 which is an increase of \$485,491 from the prior year.

The majority of the remaining General Fund revenues come from various fees, fines, and grants. No substantial changes have been made to these projected revenues. Overall, budgeted General Fund revenues exceed the prior year by approximately \$3,000,000 which is primarily attributable to anticipated sales tax receipts.

The City collects the full eight-mill levy for real property taxes.

GENERAL FUND				Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget	
001-00-00-300	2011-12	2012-13	2013-14	2013-14	2013-14	2014-15
Property Tax	1,743,283	1,763,744	1,679,559	1,679,559	1,679,559	1,714,730
Auto Taxes	802,519	806,551	835,000	835,000	835,000	840,000
Sales & Use Tax	26,793,796	23,733,770	23,500,000	23,500,000	23,500,000	25,600,000
Motor Fuel Tax	635,686	690,479	500,000	500,000	500,000	500,000
Cigarette Tax	236,949	228,501	235,380	235,380	235,380	229,371
Franchise Fees	751,572	718,029	719,757	719,757	719,757	710,000
Severance Tax	1,067,407	1,096,377	1,083,320	1,083,320	1,083,320	1,083,320
Liquor Licenses	56,683	55,143	57,298	57,298	57,298	57,148
Contractor Licenses	101,030	102,275	117,222	117,222	117,222	75,000
Building Permits	56,073	55,566	56,614	56,614	56,614	60,000
Electrical Permits	18,805	17,340	19,694	19,694	19,694	19,000
Plumbing Permits	11,951	11,661	12,826	12,826	12,826	12,000
Mechanical Permits	12,926	14,195	18,157	18,157	18,157	12,000
Gas Pipe Fitting	2,625	2,350	2,758	2,758	2,758	2,600
Other Permits	35,068	33,178	14,500	14,500	14,500	20,000
Stormwater Permits	-	-	11,000	11,000	11,000	9,000
Federal Grants	264,819	379,958	322,841	324,367	324,367	344,479
Federal ARRA Grants	168,432	144,744	-	-	-	-
Royalties	1,537,360	1,542,258	1,540,785	1,540,785	1,540,785	1,548,264
State Grants	417,127	97,056	52,504	598,621	598,621	1,285,056
State Supplemental Revenue	2,122,882	1,630,099	2,405,283	2,405,283	2,405,283	2,115,604
Local Grants	228,831	109,200	47,948	66,231	66,231	58,060
Local Government Other	35,097	38,617	37,400	37,400	37,400	39,000
E911 Reimbursement	150,000	169,190	169,579	169,579	169,579	104,579
Planning Fees	24,390	19,528	12,694	12,694	12,694	13,855
Commercial Plan Reviews	9,025	7,700	9,570	9,570	9,570	10,000
Technical Services	483,814	648,714	2,171,359	2,171,359	2,171,359	2,239,986

GENERAL FUND				Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget	
001-00-00-300	2011-12	2012-13	2013-14	2013-14	2013-14	2014-15
GPA Revenues	21,393	44,534	19,000	19,000		17,600
Building Maintenance Revenue	177,128	383,265	416,325	416,325		571,730
Warehouse Revenue	141,803	188,948	203,203	203,203		213,390
Highway and Streets	2,860	5,275	5,990	5,990		7,315
Animal Control - City	98,888	81,426	80,000	80,000		67,200
Animal Control - County	11,580	11,172	10,000	10,000		10,800
Fines and Forfeitures	472,650	406,517	436,019	436,019		365,800
Principle Revenue	133,387	84,533	-	-		-
Interest Revenue	13,270	8,139	-	-		-
Interest Earnings	8,272	7,225	7,000	7,000		7,200
Interest on Investments	108,667	41,470	41,000	41,000		42,000
Interest - DA Davidson	9,769	6,878	3,000	3,000		7,700
Unrealized Gain/Loss - Bonds	(101,480)	(113,687)	-	-		-
Rents and Royalties	126,743	45,044	38,001	38,001		52,701
Little League Fields	4,500	4,500	4,500	4,500		4,500
Fiber Lease Revenue	185,358	36,350	-	-		-
Mayor's Art Council	10,285	15,299	-	4,000		-
Contributions & Donations	-	-	-	1,000		-
Animal Shelter Donations	12,705	21,368	-	1,215		-
Keep America Beautiful	-	2,000	-	2,000		-
Miscellaneous	491,373	236,315	70,000	70,000		50,000
Cash in Lieu	-	255,580	-	-		-
Sunshine Fund	4,467	3,494	2,028	2,028		2,366
Federal Criminal Forfeiture	99	27	-	-		-
Proceeds from Asset Disposal	15,028	11,864	-	-		-
Application of Unassigned Cash	-	-	7,751,338	12,363,177		2,994,065
GRAND TOTAL	\$ 39,716,895	\$ 35,903,757	\$ 44,720,452	\$ 49,906,432		\$ 43,117,419

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GENERAL FUND						
Mayor and Council	Actual	Actual	Original	Adjusted	Requested	
001-10-01-411	2011-12	2012-13	Budget	Budget	Budget	
			2013-14	2013-14	2014-15	
Salaries	54,842	52,985	54,000	54,000	54,000	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	4,400	4,136	4,190	4,190	4,311	
Subtotal Personnel Costs	\$ 59,242	\$ 57,121	\$ 58,190	\$ 58,190	\$ 58,311	
Contractual Services	41,194	6,462	20,000	20,000	18,000	
Materials and Supplies	154,298	228,426	264,500	283,500	274,690	
Subtotal Operating Costs	\$ 195,492	\$ 234,888	\$ 284,500	\$ 303,500	\$ 292,690	
Total Operating	\$ 254,734	\$ 292,009	\$ 342,690	\$ 361,690	\$ 351,001	
Total Capital	\$ 2,325	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 257,059	\$ 297,009	\$ 347,690	\$ 366,690	\$ 356,001	

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - WAM, NLC, Rotary and other dues \$45,330, Mayor's Art Council \$112,500, General Community (including Senior Center meals, pins, other community events and promotions) \$40,000

Capital - Unless Noted, All Items Approved CIP - Artwork \$5,000



ACTIVITY DESCRIPTION:

The City of Gillette operates under a charter form of government, with a professional City Administrator appointed by the Mayor and City Council to serve as the City's Chief Executive Officer. The City Administration Department, which also supports the Mayor and City Council, includes the City Administration Office, Community and Government Relations and Communications (Public Information Officer and Gillette Public Access).

MAJOR GOALS FOR FY 2014/2015:

- Facilitate the remaining phase of the Madison Parallel Pipeline project
- Facilitate the purchase of the CT II Power Generation Unit
- Establish a daily news show for Gillette and Northeast Wyoming
- Promote Gillette/Campbell County as location for the integrated test center for carbon research
- Coordinate Ice Sculpture Festival for Gillette Main Street
- Continue hosting successful Donkey Creek Festival
- Provide high level efforts, in quality support, for the Council's efforts in promoting energy development and tourism in NEWY

PERFORMANCE MEASURES:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
# of Population Served	31,745	33,159	29,750	30,340	30,490	30,646	32,000
# of City Employees Managed (RFTE)	272.5	281.5	282.5	283.5	294.25	292	303.25
Staff: Population Ratio	1:117	1:118	1:105	1:107	1:104	1:105	1:106
# of Council Meetings Supported	119	109	90	100	68	70	65
# of Ordinances/Resolutions	68/44	46/28	50/30	44/45	49/45	64/37	42/43
# of Hours GPA TV Programs	424	400	430	400	358	330	398
# of Community Events Hosted	29	29	32	30	25	20	20

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
City Administrator	1	1	1	1	1	1	1
Senior Administrative Assistant	1	1	2	1	1	1	1
Community & Gov't Relations Manager	1	1	1	1	1	1	1
Communications Manager/PIO	0	0	1	1	1	1	1
Other Positions	3.75	1	0	0	.5	.5	
City Administration Office	6.75	4	5	4	4.5	4.5	4
Public Access Manager	1	1	1	1	1	1	1
Production Assistant	1.5	1.5	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
Gillette Public Access	3.5	3.5	3	3	3	3	3
Total City Administration	10.25	7.5	8	7	7.5	7.5	7

GENERAL FUND					
Administration	Actual	Actual	Original	Adjusted	Requested
001-10-02-413	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	355,070	372,673	395,296	395,296	386,122
Overtime	581	334	200	200	200
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	112,124	109,225	121,122	121,122	141,825
Subtotal Personnel Costs	\$ 467,775	\$ 482,232	\$ 516,618	\$ 516,618	\$ 528,147
Contractual Services	21,419	16,988	19,680	19,680	19,680
Materials and Supplies	105,420	128,897	121,399	121,399	122,720
Subtotal Operating Costs	\$ 126,839	\$ 145,885	\$ 141,079	\$ 141,079	\$ 142,400
Total Operating	\$ 594,614	\$ 628,117	\$ 657,697	\$ 657,697	\$ 670,547
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 594,614	\$ 628,117	\$ 657,697	\$ 657,697	\$ 670,547

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - Advertising \$75,000

Capital - Unless Noted, All Items Approved CIP - n/a

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GENERAL FUND					
Public Access	Actual	Actual	Original	Adjusted	Requested
001-10-03-419	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	160,088	174,079	182,566	182,566	185,515
Overtime	1,263	2,092	2,500	2,500	1,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	71,535	73,582	77,991	77,991	87,818
Subtotal Personnel Costs	\$ 232,886	\$ 249,753	\$ 263,057	\$ 263,057	\$ 274,333
Contractual Services	1,935	961	960	960	960
Materials and Supplies	39,043	29,257	48,708	48,708	44,499
Subtotal Operating Costs	\$ 40,978	\$ 30,218	\$ 49,668	\$ 49,668	\$ 45,459
Total Operating	\$ 273,864	\$ 279,971	\$ 312,725	\$ 312,725	\$ 319,792
Total Capital	\$ 77,575	\$ 24,915	\$ -	\$ -	\$ 26,112
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 351,439	\$ 304,886	\$ 312,725	\$ 312,725	\$ 345,904

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - Upgrade Master Control in Control Room 1 \$26,112

FUND: General
UNIT: Special Projects



City of Gillette, Wyoming

DEPT: Administration
CODE: 1004

ACTIVITY DESCRIPTION:

The Special Projects budget is used to provide funding for those activities not budgeted elsewhere. Expenditures included in this year's Special Projects budget include payments for the Gillette College student housing project, contractual requirements for the Fire Board and the Land Board (Cam-Plex) as well as Campbell County Economic Development Corporation, and the North East Wyoming Economic Development Corporation. There will also be a transfer of \$413,555 from Special Projects to the Health Insurance Fund to replenish reserves in the Health Fund per policy.

Other programs funded in this year's budget are the City's Wellness Program, the annual employee picnic, and employee recognition.

The fiscal year 2014/15 budget reflects a \$6,523,869 decrease from the prior year budget.

GENERAL FUND				Original	Adjusted	Requested
Special Projects	Actual	Actual	Budget	Budget	Budget	Budget
001-10-04-419	2011-12	2012-13	2013-14	2013-14		2014-15
Group Insurance	(110,705)	(69,173)	-	-	-	-
FICA	2,221	3,040	1,500	1,500	-	-
Wellness Program ¹	44,064	60,400	60,350	60,350	60,350	60,350
Employee Events ²	52,229	18,508	54,200	54,200	54,200	54,200
Employee Recognition	13,390	178,167	30,000	30,000	30,000	30,000
Internal Services ³	-	-	-	-	-	235,332
St. Housing Bond Repayment	1,244,750	1,244,750	1,244,750	1,244,750	1,244,750	1,244,750
Buildings ⁴	581,228	3,137,026	-	1,171,977	3,000,000	3,000,000
Park Development	-	2,371,595	8,000,000	9,959,221	-	-
General Infrastructure	65,159	311,288	-	-	-	-
CWIP/Fixed Assets	(340,402)	(544,332)	-	-	-	-
Principle/Interest	48,441	48,442	-	-	-	-
Joint Powers Cam-Plex ⁵	587,933	780,845	762,310	927,615	989,962	989,962
Joint Power Fire Dept ⁶	2,073,560	1,484,562	1,889,703	1,954,584	2,830,295	2,830,295
Social Service Funding	979,895	-	12,000	12,000	-	-
Outside Agency Funding ⁷	140,700	460,700	467,500	467,500	162,500	162,500
General Community	24,321	1,000	-	-	-	-
Mayor's Art Council	53,950	-	-	-	-	-
Grant Funded Expenditures	456,083	2,582	-	564,400	-	-
Interfund Transfers ⁸	5,414,785	612,274	-	-	413,555	413,555
GRAND TOTAL	\$ 11,331,602	\$ 10,101,674	\$ 12,522,313	\$ 16,448,097	\$ 9,020,944	\$ 9,020,944

FY15 Budget Requests Include the Following:

¹ Wellness Incentive Awards \$46,400

² Employee Picnic \$22,500, Awards Banquet \$30,000

³ General Fund Fiber Allocation

⁴ City Hall Remodel - Phase III \$2,573,879, City West design \$262,121, City Hall HVAC Phase II \$164,000

⁵ Operating Contribution \$571,101, Capital Outlay \$418,861

⁶ Operating Contribution \$910,392, Capital Outlay \$249,500, Vehicle Depreciation \$452,347
Fire Station #3 \$1,218,056

⁷ Includes \$120,000 for CCEDC and \$12,500 for NEWEDC

⁸ Transfer to Health Fund

GENERAL FUND					
City Attorney	Actual	Actual	Original	Adjusted	Requested
001-15-15-411	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	164,728	167,104	178,060	178,060	282,270
Overtime	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	61,033	61,844	67,919	67,919	125,474
Subtotal Personnel Costs	\$ 225,761	\$ 228,948	\$ 245,979	\$ 245,979	\$ 407,744
Contractual Services	56,458	77,450	60,960	60,960	60,960
Materials and Supplies	11,875	10,482	14,925	14,925	24,683
Subtotal Operating Costs	\$ 68,333	\$ 87,933	\$ 75,885	\$ 75,885	\$ 85,643
Total Operating	\$ 294,094	\$ 316,881	\$ 321,864	\$ 321,864	\$ 493,387
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 294,094	\$ 316,881	\$ 321,864	\$ 321,864	\$ 493,387

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Outside attorney to prosecute trials in City Court \$45,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

The Human Resources Department 1) coordinates recruitment and selection of new employees, 2) administers employee programs, personnel policies, salaries and benefits for eligible City employees, 3) provides assistance and resources regarding employment issues to City managers, and 4) assists with and coordinates activities which promote a safe working environment and provides the opportunity, training, accountability and recognition for City employees.

MAJOR GOALS FOR FY 2014/2015:

- Continue revision & reformat of all City job descriptions for established positions
- Review City health benefits which support recommendations for calendar year 2015
- Implement a Succession Planning Process for the City
- Implement training for employees on hazard recognition

PERFORMANCE MEASURES:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
# of Population Served	31,745	33,159	29,750	30,340	30,490	30,646	32,000
# of City Employees Managed	272.5	281.5	282.5	283.5	294.25	292	303.25
Staff: Population Ratio	1:116	1:117	1:105	1:107	1:104	1:105	1:106

Human Resources:

HR Presentations to Council	3	4	3	5	4	6	2
# Open Enrollment Sessions	4	4	4	5	8	6	8
# Department Training Sessions Facilitated/Sessions	10	4	6	36	40	17	7
# City Employees Trained	609	110	296	822	820	1,740	251
# New Positions Processed	-	12.5	1	4	11	0	0
# Interview Sessions Supported	-	338	169	328	200	384	230
# Employment Applications Received	1,275	1,861	1,568	1,002	1,002	1,787	1,006
# Wellness Sessions Held	5	6	6	12	20	9	14
# Wellness Program Participants	71	92	138	215/59*	225/65*	220/74*	210/74*
# Personnel Evaluations Processed	267	267	267	275	270	280	285

Safety:

Prev./Non-Preventable Incidents Per Employee	.40/.26	.27/.25	.29/.21	.23/.15	.27/.21	.19/.16	.25/.12
# of Miles Driven Per Incident	10,387	13,350	12,813	12,183	12,183	19,755	22,171
# of Hours Worked Per Injury	22,186	32,545	27,139	28,912	28,912	56,687	15,975
# of Safety Training Classes Offered	13	21	24	27	27	41	86

* Employees/Spouses

STAFFING:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Human Resources Director	1	1	1	1	1	1	1
Human Resources Specialist	1	1	1	1	1	1	1
Administrative Specialist/Assistant	1	1.5	1.5	1.75	1.75	1	1
Recruiter	0	0	0	0	0	1	1
Safety Manager	0	0	0	0	0	1	1

Total Human Resources Department	3	3.5	3.5	3.75	3.75	5	5
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GENERAL FUND						
Human Resources	Actual	Actual	Original	Adjusted	Requested	
001-20-20-415	2011-12	2012-13	Budget	Budget	Budget	
			2013-14	2013-14	2014-15	
Salaries	215,432	244,035	285,676	285,676	292,792	
Overtime	2,987	4,155	3,000	3,000	3,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	90,635	109,226	137,048	137,048	152,287	
Subtotal Personnel Costs	\$ 309,054	\$ 357,416	\$ 425,724	\$ 425,724	\$ 448,079	
Contractual Services	48,486	36,548	58,330	58,330	48,355	
Materials and Supplies	33,290	37,761	58,885	58,885	58,702	
Subtotal Operating Costs	\$ 81,776	\$ 74,309	\$ 117,215	\$ 117,215	\$ 107,057	
Total Operating	\$ 390,830	\$ 431,725	\$ 542,939	\$ 542,939	\$ 555,136	
Total Capital	\$ -	\$ 259	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 390,830	\$ 431,984	\$ 542,939	\$ 542,939	\$ 555,136	

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Drug screens, return to work screens, pre-work screens, background checks, PD medical exams \$32,135

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

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GENERAL FUND						
Safety	Actual	Actual	Original	Adjusted	Requested	
001-20-21-419	2011-12	2012-13	Budget	Budget	Budget	
			2013-14	2013-14	2014-15	
Salaries	65,320	69,015	75,132	75,132	74,179	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	99,835	103,119	105,418	105,418	109,212	
Subtotal Personnel Costs	\$ 165,155	\$ 172,134	\$ 180,550	\$ 180,550	\$ 183,391	
Contractual Services	2,399	4,700	5,351	5,351	7,121	
Materials and Supplies	36,345	30,718	36,279	36,279	42,791	
Subtotal Operating Costs	\$ 38,744	\$ 35,418	\$ 41,630	\$ 41,630	\$ 49,912	
Total Operating	\$ 203,899	\$ 207,552	\$ 222,180	\$ 222,180	\$ 233,303	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 203,899	\$ 207,552	\$ 222,180	\$ 222,180	\$ 233,303	

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Employee recognition (included in Benefits line above) \$75,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND					
Finance	Actual	Actual	Original	Adjusted	Requested
001-25-25-415	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	464,331	499,175	524,805	524,805	545,546
Overtime	752	1,410	1,000	1,000	2,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	168,072	181,566	195,115	195,115	238,808
Subtotal Personnel Costs	\$ 633,155	\$ 682,152	\$ 720,920	\$ 720,920	\$ 786,354
Contractual Services	102,735	97,989	87,160	87,160	93,120
Materials and Supplies	41,020	33,267	36,995	36,995	36,075
Subtotal Operating Costs	\$ 143,755	\$ 131,256	\$ 124,155	\$ 124,155	\$ 129,195
Total Operating	\$ 776,910	\$ 813,408	\$ 845,075	\$ 845,075	\$ 915,549
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 776,910	\$ 813,408	\$ 845,075	\$ 845,075	\$ 915,549

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Auditing services \$85,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

The purpose of the Customer Service Division is to provide accurate utility billing. This includes meter reading, billing of accounts, and collection of payments; collection and maintenance of bad debt; administration of the LIEAP program; providing energy assistance information; and assisting citizens with billing and/or metering questions. This division also coordinates metering personnel and administers additional programs as requested.

MAJOR GOALS FOR FY 2014/2015:

- Tyler Conversion, Implementation and Go Live to new UB Software

PERFORMANCE MEASURES:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Meters Read	244,286	264,204	281,326	296,326	297,500	302,913	359,988
Utility Bills Processed	168,549	176,714	178,631	181,131	186,700	206,832	226,568
Payments Processed	152,861	156,564	168,510	172,213	175,916	221,155	285,360
Active Customers Served	13,278	14,281	14,935	15,405	15,691	15,804	15,916
Ratio: Staff to Active Customers Served	1:1,660	1:1,428	1:1,572	1:1,622	1:1,652	1:1,663	1:6755

STAFFING:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Utility Services Supervisor	1	1	1	1	1	1	1
Credit Manager	1	1	1	1	1	1	1
Billing Specialist	0	1	1	1	1	1	1
Account Service Specialist	4	4	4	4	4	4	4
Meter Reader	2	2	2	2	2	2	2
Contract Meter Reader	0	0	0	0	0	0	0
COE - Part-time	1	1	.5	.5	.5	.5	.5
Total Customer Service Division	9	10	9.5	9.5	9.5	9.5	9.5

GENERAL FUND					
Customer Service	Actual	Actual	Original	Adjusted	Requested
001-25-26-415	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	394,019	403,704	422,716	422,716	443,799
Overtime	2,898	2,430	2,000	2,000	5,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	173,787	186,185	207,317	207,317	233,893
Subtotal Personnel Costs	\$ 570,704	\$ 592,318	\$ 632,033	\$ 632,033	\$ 682,692
Contractual Services	183,372	214,824	90,040	90,040	141,197
Materials and Supplies	155,775	130,978	173,949	173,949	194,196
Subtotal Operating Costs	\$ 339,147	\$ 345,802	\$ 263,989	\$ 263,989	\$ 335,393
Total Operating	\$ 909,851	\$ 938,120	\$ 896,022	\$ 896,022	\$ 1,018,085
Total Capital	\$ 68,102	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 977,953	\$ 938,120	\$ 896,022	\$ 896,022	\$ 1,018,085

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$51,157, Credit/Debit card fees \$80,000

Materials and Supplies - Postage \$91,000, Printing costs for bills, notices and envelopes \$25,000, Computer plan \$37,450

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND					
Purchasing / Warehouse	Actual	Actual	Original	Adjusted	Requested
001-25-27-415 / 603-25-28-415	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	195,384	208,165	214,566	214,566	222,178
Overtime	470	-	500	500	500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	64,016	78,058	84,412	84,412	94,410
Subtotal Personnel Costs	\$ 259,870	\$ 286,223	\$ 299,478	\$ 299,478	\$ 317,088
Contractual Services	6,888	15,109	11,460	11,460	11,460
Materials and Supplies	163,676	156,111	129,993	129,993	132,700
Subtotal Operating Costs	\$ 170,564	\$ 171,220	\$ 141,453	\$ 141,453	\$ 144,160
Total Operating	\$ 430,434	\$ 457,443	\$ 440,931	\$ 440,931	\$ 461,248
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 430,434	\$ 457,443	\$ 440,931	\$ 440,931	\$ 461,248

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - Cell phones and AVL data services for General Fund divisions \$44,000, Land line telephone charges for General Fund accounts \$25,000

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

The director's office of the Administrative Services Department performs a variety of duties including risk management, liability and property coverage, claims management, sustainability, and special projects. This office also oversees an Administrative Specialist/Floater and Management Analyst position that provide services to all divisions within the City.

MAJOR GOALS FOR FY 2014/2015:

- Perform a lead role in the new City-wide software project.
- Continue to develop and administer strong risk management program/practices.
- Complete WARM risk management audit Level I.
- Obtain feedback to ensure high quality customer service.
- Perform a lead role in the Water Resource Management Plan.
- Coordinate the efforts of internal and external stakeholders to identify, research, and implement sustainable initiatives.
- Continue developing the City's leadership role in the State with respect to waste reduction, energy efficiency, and water conservation.

PERFORMANCE MEASURES:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
# of Population Served	31,745	33,159	29,750	30,340	30,490	30,646	32,000
Staff:Population Ratio	1:10,582	1:11,053	1:7,438	1:7,585	1:7,623	1:5,521	1:6,400
# of City Employees (RFTE)	272.5	281.5	282.5	283.5	294.25	292	303.25
Staff:Employee Ratio	1:91	1:70	1:71	1:71	1:74	1:53	1:61
Claims/Incidents:							
# of Claims Submitted to WARM	14	20	22	19	20	18	20
# of Citizen Incidents Received	156	157	187	178	174	105	118
Citizen Incidents:Population Ratio	1:203	1:211	1:159	1:170	1:175	1:291	1:271
Sustainability:							
Recycling Participation Rate (residential)	19%	18%	31%	31%	30%	31%	33%
Recycling Diversion Rate (residential)	3%	5%	6%	6%	7%	8%	10%
Water Use Per Capita Per Day/gpd	146	152	152	167	139	140	140
Elect Consumed at City Hall (per sq ft)/kWh	17.6	19.3	19.9	20.4	20	19	18
STAFFING:							
	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Administrative Services Director	1	1	1	1	1	1	1
Sr. Administrative Assistant	1	1	1	1	1	1	1
Sustainability Coordinator	0	1	1	1	1	1	1
Administrative Specialist/Floater	0	0	0	0	0	.75	1
Management Analyst	0	0	0	0	0	1	1
Safety Manager	1	1	1	1	1	0	0
Interns	0	0	0	0	0	.8	0
Total Administrative Services	3	4	4	4	4	5.55	5.00

GENERAL FUND						
Admin. Services / Risk Management	Actual	Actual	Original	Adjusted	Requested	
001-30-30-419	2011-12	2012-13	Budget	Budget	Budget	
			2013-14	2013-14	2014-15	
Salaries	247,518	213,451	303,146	336,146	350,487	
Overtime	3,171	2,139	3,000	3,000	1,500	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	90,039	80,634	105,004	125,004	149,903	
Subtotal Personnel Costs	\$ 340,728	\$ 296,224	\$ 411,150	\$ 464,150	\$ 501,890	
Contractual Services	4,310	8,638	9,520	9,520	9,520	
Materials and Supplies	260,419	366,120	321,703	323,703	324,641	
Subtotal Operating Costs	\$ 264,729	\$ 374,758	\$ 331,223	\$ 333,223	\$ 334,161	
Total Operating	\$ 605,457	\$ 670,982	\$ 742,373	\$ 797,373	\$ 836,051	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 605,457	\$ 670,982	\$ 742,373	\$ 797,373	\$ 836,051	

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - Insurance for General Fund properties \$227,619, Promotional materials for sustainability programs \$66,000

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND				Original	Adjusted	Requested
City Clerk	Actual	Actual		Budget	Budget	Budget
001-30-31-419	2011-12	2012-13		2013-14	2013-14	2014-15
Salaries	189,832	203,655		211,014	211,014	218,623
Overtime	59	380		-	-	-
Merit Pay Plan	-	-		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	60,186	73,244		84,442	84,442	94,289
Subtotal Personnel Costs	\$ 250,077	\$ 277,279		\$ 295,456	\$ 295,456	\$ 312,912
Contractual Services	14,472	26,258		5,060	5,060	28,110
Materials and Supplies	192,104	182,372		188,889	188,889	183,057
Subtotal Operating Costs	\$ 206,576	\$ 208,630		\$ 193,949	\$ 193,949	\$ 211,167
Total Operating	\$ 456,653	\$ 485,910		\$ 489,405	\$ 489,405	\$ 524,079
Total Capital	\$ -	\$ -		\$ -	\$ -	\$ 25,000
Interfund Transfers	\$ -	\$ -		\$ -	\$ -	\$ -
GRAND TOTAL	\$ 456,653	\$ 485,910		\$ 489,405	\$ 489,405	\$ 549,079

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page I-b for definitions.

Contractual Services - n/a

Materials and Supplies - Maintenance/Service agreements \$29,950, Postage \$39,955, Legal advertising \$58,000, Copying and printing supplies \$30,000

Capital - Unless Noted, All Items Approved CIP - Color copier \$25,000



ACTIVITY DESCRIPTION:

The Judicial Division provides services to the citizens of Gillette as well as to City employees. The staff tracks officers' citations from issuance to final disposition. In addition, the staff must schedule and attend all arraignments/trials and forward contested cases to the City Attorney. Staff tracks and documents payments owed and received. Balancing and reporting of those payments are then submitted to the Finance Division on a daily basis. The Judicial Division also tracks parking citations from issuance to final disposition. A total of 784 Bench Warrants were prepared in 2013. The number of 18-20 year-olds placed on probation decreased by 35% from 69 in 2012, to 37 in 2013. A total of 411 youth were reviewed for eligibility in the Juvenile Diversion, Teen Intervention, and Early Age Intervention programs in 2013. The Court Clerk/Judicial Manager also oversees two Juvenile Probation Officers and two Diversion Officers that are housed at the County, yet funded by the City.

MAJOR GOALS FOR FY 2014/2015:

- Revise and maintain yearly changes to Bond Schedule and provide information to City personnel.
- Cross training with Deputy Clerk/Administrative Specialist to ensure continuous customer service to all employees/customers.
- Develop and commence recidivism tracking for Municipal Court probation.
- Develop a master table to consolidate data for youth that were reviewed and participated in Diversion, TI, and EAI programs.

PERFORMANCE MEASURES:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
# of Population Served	31,745	33,159	29,750	30,340	30,490	30,646	32,000
Staff:Population Ratio	1:7,469	1:8,290	1:4,958	1:5,057	1:5,082	1:3,605	1:3,765
# of City Employees (RTFE)	272.5	281.5	282.5	283.5	294.25	292	303.25
Staff:Employee Ratio	1:64	1:70	1:47	1:47	1:35	1:34	1:36
Municipal Court							
# of Customers Served	n/a	n/a	14,400	18,000	18,500	22,561	21,736
Customers Served:Population Ratio	n/a	n/a	1:2	1:7	1:7	1:4	1:5
# of Citations Entered	3,846	5,562	3,229	5,400	5,208	4,528	3,526
Citation Entered:Population Ratio	1:8	1:6	1:9	1:6	1:6	1:7	1:10
# of Pre-Court Payments Received	1,945	3,179	1,603	2,700	2,785	2,210	1,632
# of Court Cases	n/a	180	230	300	517	534	512
# of Parking Tickets Entered	n/a	1,958	2,710	3,100	3,994	3,504	1,932
Parking Tickets Entered:Population Ratio	n/a	1:17	1:11	1:10	1:8	1:9	1:17
Juvenile Probation							
# of Juveniles Placed in Youth Intervention Track (YIT)	n/a	n/a	n/a	14	18	14	5
# of Juveniles Placed on Probation	n/a	n/a	86	116	85	113	62
Diversion							
# of Juveniles Placed on Diversion	n/a	n/a	n/a	n/a	104	111	93
STAFFING:							
	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Judicial Manager/Clerk of Court	1	1	1	1	1	1	1
Deputy Court Clerk	1	1	1	1	1	1	1
Municipal Court Probation Officers	0	0	2	2	2	2	2
Municipal Court Diversion Officers	0	0	0	0	2	2	2
Municipal Court Judges	2	2	2	2	2	2	2
Administrative Specialist	.25	0	0	0	.5	.5	.5
Total City Municipal Court Office	4.25	4	6	6	8.5	8.5	8.5

GENERAL FUND					
Judicial	Actual	Actual	Original	Adjusted	Requested
001-30-32-412	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	230,798	366,898	384,882	384,882	398,290
Overtime	598	637	1,500	1,500	1,500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	3,470	4,322	9,500	9,500	9,500
Benefits	84,893	145,217	160,373	160,373	178,255
Subtotal Personnel Costs	\$ 319,759	\$ 517,075	\$ 556,255	\$ 556,255	\$ 587,545
Contractual Services	126,803	171,707	167,856	167,856	175,795
Materials and Supplies	6,277	12,832	15,001	15,001	17,764
Subtotal Operating Costs	\$ 133,080	\$ 184,538	\$ 182,857	\$ 182,857	\$ 193,559
Total Operating	\$ 452,839	\$ 701,613	\$ 739,112	\$ 739,112	\$ 781,104
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 452,839	\$ 701,613	\$ 739,112	\$ 739,112	\$ 781,104

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Prisoner expenses \$50,000, Drug testing by Probation office \$23,692, Contracted labor through the County for Administrative Support, Community Services Supervisor, Juvenile Diversion Data Entry Clerk \$91,703

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

The Facilities Maintenance staff services assigned City facilities, performing duties such as HVAC maintenance, electrical, plumbing, drywall, and other general maintenance work. The maintenance staff oversees subcontractors during projects and maintenance work as well. The staff maintains approximately 206,525 total sq. ft. Facilities maintenance staff also does snow removal around the City Hall facility and assists with adjacent parking lots.

There are 7 custodians that clean approximately 92,274 sq. ft. This ensures all of these areas are clean and ready for the next meeting or training session. In addition, they provide meeting room set up and tear down. They also supply coffee and water for meetings, conferences and training sessions. The custodial staff works Monday – Friday with varying schedules; the earliest shift starts at 5:00 a.m. and the last shift ends at 10:30 p.m.

MAJOR GOALS FOR FY 2014/2015:

- Continue a proactive building maintenance approach through the PM Work Order system.
- Continue the City Hall HVAC upgrade system.
- Assess the City West HVAC system and plan for improvements.
- Replace old T-12 lighting with T-5 or LED lighting.
- Improve the operations of the City Wash Bay facility.

PERFORMANCE MEASURES:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
# of Population Served	31,745	33,159	29,750	30,340	30,490	30,646	32,000
Staff:Population Ratio	1:3,968	1:4,145	1:3,719	1:3,371	1:3,388	1:3,405	1:3,556
# of City Employees (RFTE)	272.5	281.5	282.5	283.5	294.25	292	303.25
Staff:Employee Ratio	1:34	1:35	1:35	1:32	1:33	1:32	1:34
Avg # of Work Order Requests Per Year	n/a	n/a	348	491	551	551	1,321
Amount of Square Footage Maintained	152,200	152,200	169,856	169,856	169,856	206,525	206,525
Maintenance Staff:Square Footage Ratio	1:152,200	1:152,200	1:84,928	1:84,928	1:84,928	1:103,263	1:103,263
Amount of Square Footage Cleaned	87,111	90,634	92,154	92,154	92,154	92,274	92,274
Custodial Staff:Square Footage Ratio	1:12,444	1:12,948	1:13,165	1:13,165	1:13,165	1:13,182	1:13,182

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Facilities Maintenance Manager	1	1	1	1	1	1	1
Facilities Maintenance Technician	0	0	0	1	1	1	1
Facilities Maintenance	1	1	1	2	2	2	2
Custodians	7	7	7	7	7	7	7
Custodians	7						
Total Facilities Maintenance Division	8	8	8	9	9	9	9

GENERAL FUND					
Facilities Maintenance (City Hall/City West)	Actual	Actual	Original	Adjusted	Requested
001-30-33-419 / 601-30-39-419	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	365,979	388,788	398,662	398,662	414,379
Overtime	3,268	4,923	4,000	4,000	4,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	4,987	3,371	3,000	3,000	4,000
Benefits	167,359	176,990	192,237	192,237	216,370
Subtotal Personnel Costs	\$ 541,593	\$ 574,072	\$ 597,899	\$ 597,899	\$ 638,749
Contractual Services	18,297	13,328	12,960	12,960	11,960
Materials and Supplies	618,227	899,674	871,537	871,537	896,580
Subtotal Operating Costs	\$ 636,524	\$ 913,001	\$ 884,497	\$ 884,497	\$ 908,540
Total Operating	\$ 1,178,117	\$ 1,487,073	\$ 1,482,396	\$ 1,482,396	\$ 1,547,289
Total Capital	\$ 30,455	\$ 83,890	\$ -	\$ -	\$ 185,030
Interfund Transfers	\$ 1,906	\$ 35,352	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,210,478	\$ 1,606,316	\$ 1,482,396	\$ 1,482,396	\$ 1,732,319

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - Building maintenance at City Hall & City West \$292,000, Service agreements \$109,500, Utilities (including Heated Storage Bldg) \$227,900, Natural gas \$76,500, Custodial supplies \$41,700, Insurance \$75,040

Capital - Unless Noted, All Items Approved CIP - Fire alarm system for animal control \$19,830, Garage Doors for Wash Bay \$131,500, Paint old warehouse and buildings \$33,700

GENERAL FUND					
Information Technology	Actual	Actual	Original	Adjusted	Requested
001-30-34-419	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	551,339	630,430	624,102	624,102	647,786
Overtime	13,609	18,176	15,000	15,000	15,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	25,149	25,299	26,100	26,100	27,122
Benefits	225,854	252,118	267,919	267,919	276,374
Subtotal Personnel Costs	\$ 815,951	\$ 926,024	\$ 933,121	\$ 933,121	\$ 966,282
Contractual Services	699,962	817,536	1,114,881	1,114,881	1,007,000
Materials and Supplies	152,269	82,680	81,573	81,573	91,205
Subtotal Operating Costs	\$ 852,231	\$ 900,217	\$ 1,196,454	\$ 1,196,454	\$ 1,098,205
Total Operating	\$ 1,668,182	\$ 1,826,240	\$ 2,129,575	\$ 2,129,575	\$ 2,064,487
Total Capital	\$ 467,182	\$ 1,648,065	\$ 389,190	\$ 1,412,108	\$ 430,300
Interfund Transfers	\$ -	\$ -	\$ -	\$ 28,000	\$ -
GRAND TOTAL	\$ 2,135,364	\$ 3,474,306	\$ 2,518,765	\$ 3,569,683	\$ 2,494,787

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Maintenance/Service agreements \$991,628

Materials and Supplies - Cables, USB drives, replacement phones, parts and other supplies for computer equipment \$25,000, Computer plan \$28,000

Capital - *Unless Noted, All Items Approved CIP* - Storage area network upgrade/blades/additions \$250,000, Switch upgrades and replacements \$104,300, Upgrade Microsoft servers to 2012 \$40,000, Security System/Card Readers \$24,000, Replacement Servers \$12,000

GENERAL FUND						
Geographical Information Systems	Actual	Actual	Original	Adjusted	Requested	
001-30-35-419	2011-12	2012-13	Budget	Budget	Budget	2014-15
			2013-14	2013-14		
Salaries	349,491	362,613	381,970	381,970		396,182
Overtime	126	-	250	250		250
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	140,415	147,235	164,123	164,123		185,942
Subtotal Personnel Costs	\$ 490,032	\$ 509,847	\$ 546,343	\$ 546,343		\$ 582,374
Contractual Services	103,227	15,104	1,803	71,803		57,549
Materials and Supplies	32,930	42,526	33,934	33,934		42,616
Subtotal Operating Costs	\$ 136,157	\$ 57,630	\$ 35,737	\$ 105,737		\$ 100,165
Total Operating	\$ 626,189	\$ 567,478	\$ 582,080	\$ 652,080		\$ 682,539
Total Capital	\$ -	\$ 51,471	\$ 45,543	\$ 45,543		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 626,189	\$ 618,949	\$ 627,623	\$ 697,623		\$ 682,539

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

The Gillette Police Department is responsible for all law enforcement and public safety matters within the City boundaries of Gillette. The Police Department consists of the operations division, supporting all patrol and dispatch functions; the support services division, including investigative responsibilities, narcotics enforcement, records management and evidence/property; and the administrative division, responsible for policy, goals, crime analysis, major projects, community programs and grants management.

MAJOR GOALS FOR FY 2014/2015:

- Focus on recruiting, hiring, training and staff development to attain full staff and ensure continuity of operations through staff development and education
- Complete the Dragon speech to text work flow implementation to increase efficiency and reallocate resources to adapt to continued community growth

PERFORMANCE MEASURES:	2007	2008	2009	2010	2011	2012	2013
Population Served	30,636	31,745	33,159	29,750	30,340	30,646	32,000
Service Area of City (square miles)	16.68	18.50	18.98	19.22	19.6	19.7	20.87
Number of Sworn Staff	48	53	55	55	55	55	55
Number of Sworn Staff per Capita	1.57	1.67	1.66	1.85	1.81	1.80	1.72
Total Calls for Service	35,132*	31,848*	32,229*	34,458*	34,738*	35,536*	33,542*
Number of Part I/II Crimes	4,554	4,348	4,115	4,184	4,293	5,093	4,385
Total Number of Traffic Crashes	1,639	1,737	1,576	1,486	1,442	1,247	1,267
Total Number of Crash Related Injuries	211	206	211	184	167	252	206

* These numbers do not include traffic stops/citations.
These numbers are based on a calendar year, not a fiscal year.

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Chief of Police	1	1	1	1	1	1	1
Deputy Chief of Police	0	0	1	1	1	1	0
Police Lieutenant	3	3	2	2	2	2	2
Police Sergeant	5	5	5	5	5	5	6
Police Corporal	6	6	6	6	6	6	6
Police Officer	38	40	40	40	40	40	41
Technical Services Manager	1	1	1	1	1	1	1
Personnel Services Coordinator	1	1	1	1	1	0	0
Community Service Officer	3	3	3	3	3	3	3
Police Property Manager	1	1	1	1	1	1	1
Senior Administrative Assistant	1	1	1	1	1	1	1
Police Records Supervisor	1	1	1	1	1	1	1
Police Records Specialists	5	5	5	5	5	5	5
Intern	1	4	1.5	1.5	2.5	1	1
Total Police Department	67	72	69.5	69.5	70.5	68	69

GENERAL FUND					
Police	Actual	Actual	Original	Adjusted	Requested
001-40-40-421	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	3,946,046	4,041,837	4,293,896	4,293,896	4,339,248
Overtime	165,764	168,167	229,250	299,250	321,127
Merit Pay Plan	-	-	-	-	-
On-Call Pay	20,969	21,938	22,250	22,250	22,918
Benefits	1,704,071	1,731,391	1,943,270	1,943,270	1,958,242
Subtotal Personnel Costs	\$ 5,836,850	\$ 5,963,333	\$ 6,488,666	\$ 6,558,666	\$ 6,641,535
Contractual Services	77,034	123,904	118,320	118,320	118,351
Materials and Supplies	1,167,502	1,122,258	992,793	930,680	990,740
Subtotal Operating Costs	\$ 1,244,536	\$ 1,246,163	\$ 1,111,113	\$ 1,049,000	\$ 1,109,091
Total Operating	\$ 7,081,386	\$ 7,209,496	\$ 7,599,779	\$ 7,607,666	\$ 7,750,625
Total Capital	\$ (5,244)	\$ -	\$ 5,500	\$ 5,500	\$ 29,500
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 7,076,142	\$ 7,209,496	\$ 7,605,279	\$ 7,613,166	\$ 7,780,125

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Prisoner care \$80,000

Materials and Supplies - Vehicle maintenance \$202,739, Vehicle replacement \$233,833, Travel \$27,500, Schools, tuition and fees, tuition reimbursement \$27,500, Computer Plan \$108,200 (Replacements - ToughBooks \$88,000), Gasoline \$150,350, Firearms supplies, animal care, investigative supplies, patrol supplies, Special Operations supplies \$67,500, Uniforms \$28,900, Grant funded expenditures \$37,912

Capital - Unless Noted, All Items Approved CIP - Vehicle for additional detective position \$29,500

GENERAL FUND					
Dispatch	Actual	Actual	Original	Adjusted	Requested
001-40-41-421	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	490,868	496,671	530,777	530,777	549,979
Overtime	11,977	16,752	21,000	21,000	21,630
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	203,649	207,018	237,537	237,537	246,146
Subtotal Personnel Costs	\$ 706,494	\$ 720,442	\$ 789,314	\$ 789,314	\$ 817,755
Contractual Services	340	957	960	960	960
Materials and Supplies	3,844	13,218	29,400	29,400	21,300
Subtotal Operating Costs	\$ 4,184	\$ 14,176	\$ 30,360	\$ 30,360	\$ 22,260
Total Operating	\$ 710,678	\$ 734,617	\$ 819,674	\$ 819,674	\$ 840,015
Total Capital	\$ 5,224	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 715,902	\$ 734,617	\$ 819,674	\$ 819,674	\$ 840,015

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND					
Victim Services	Actual	Actual	Original	Adjusted	Requested
001-40-42-421	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	78,886	64,712	76,451	76,451	121,696
Overtime	-	710	500	500	1,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	3,500
Benefits	29,266	25,644	31,224	31,224	65,660
Subtotal Personnel Costs	\$ 108,152	\$ 91,066	\$ 108,175	\$ 108,175	\$ 191,856
Contractual Services	191	1,232	1,500	1,500	1,500
Materials and Supplies	4,912	7,867	11,649	11,649	27,550
Subtotal Operating Costs	\$ 5,103	\$ 9,100	\$ 13,149	\$ 13,149	\$ 29,050
Total Operating	\$ 113,255	\$ 100,166	\$ 121,324	\$ 121,324	\$ 220,906
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 113,255	\$ 100,166	\$ 121,324	\$ 121,324	\$ 220,906

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - Grant Funded Expenditures \$27,550

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND					
Substance Abuse Prevention	Actual	Actual	Original	Adjusted	Requested
001-40-43-421	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	56,917	59,647	60,738	60,738	62,613
Overtime	60	-	-	-	-
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	21,664	24,781	27,044	27,044	34,517
Subtotal Personnel Costs	\$ 78,641	\$ 84,428	\$ 87,782	\$ 87,782	\$ 97,130
Contractual Services	-	300	960	960	960
Materials and Supplies	33,252	28,423	68,091	68,091	63,127
Subtotal Operating Costs	\$ 33,252	\$ 28,722	\$ 69,051	\$ 69,051	\$ 64,087
Total Operating	\$ 111,893	\$ 113,150	\$ 156,833	\$ 156,833	\$ 161,217
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 111,893	\$ 113,150	\$ 156,833	\$ 156,833	\$ 161,217

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - Grant funded expenditures \$63,127

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND						
Animal Control / Animal Shelter	Actual	Actual	Original	Adjusted	Requested	
001-40-44-429 / 001-40-45-429	2011-12	2012-13	Budget	Budget	Budget	2014-15
			2013-14	2013-14		
Salaries	254,450	240,797	257,838	257,838		305,002
Overtime	6,976	7,205	5,500	5,500		5,700
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	117,303	108,137	128,447	128,447		161,602
Subtotal Personnel Costs	\$ 378,729	\$ 356,139	\$ 391,785	\$ 391,785		\$ 472,304
Contractual Services	101,354	48,855	57,570	57,570		50,610
Materials and Supplies	86,289	67,520	78,855	78,855		81,515
Subtotal Operating Costs	\$ 187,643	\$ 116,375	\$ 136,425	\$ 136,425		\$ 132,125
Total Operating	\$ 566,372	\$ 472,515	\$ 528,210	\$ 528,210		\$ 604,429
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 566,372	\$ 472,515	\$ 528,210	\$ 528,210		\$ 604,429

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Spay/Neuter program vouchers \$30,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

Public Works Administration is responsible for providing leadership and management to the Public Works Department, which consists of the Streets Division, Parks Division (including Forestry and the City pool) and the Solid Waste Division. We provide efficient, economical, and responsive infrastructure systems and maintenance including streets, sidewalks, storm drainage, right-of-way mowing, parks, planters, restrooms, bike and pedestrian pathways, forestry, the City swimming pool, residential and commercial trash service, curbside yard waste pickup, ball fields and facilities, and contracted blue bag recycling program. The Senior Administrative Assistant and Administrative Assistants provide courteous and responsive customer service to the public and provide administrative support to the Director and personnel for all three divisions. This division also provides support to the City of Gillette Parks and Beautification Board, and reviews plans for compliance with the City of Gillette Landscape Ordinance.

MAJOR GOALS FOR FY 2014/2015:

- Through data analysis, ensure we are providing efficient and cost effective Solid Waste services, including the Yard Waste Program
- To continue a department self-assessment in accordance with the American Public Works Association (APWA) guidelines
- To revise and update the City of Gillette Parks and Pathways Master Plan
- To capture costs and track operations to plan for current and future budgeting
- To continue to provide a system for succession planning
- To continue to provide a culture of safe work practices
- To work with the Sustainability Division to develop a comprehensive recycling study
- To work with other City divisions for coordination of the Dalbey Park Master Plan
- To oversee the development/implementation of the Softball/Baseball Complex

PERFORMANCE MEASURES:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
# of Population Served	31,745	33,159	29,750	30,340	30,490	30,646	32,000
# of Public Works Employees Managed (RFTE)	34	37	40	40	40	40	41
Staff: Population Ratio	1:933	1:896	1:743	1:758	1:762	1:766	1:781
Number of Phone Calls Received	N/A	16,069	16,234	16,500	22,150	14,545	15,000

STAFFING:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Public Works Director	0	1	1	1	1	1	1
Public Works Operations Manager	1	0	0	0	0	1	1
Senior Administrative Assistant	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	2	2	2

Total Public Works Administration	3	3	3	3	4	5	5
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**ROW Easement/Acquisition Manager (Contract)	.75						
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GENERAL FUND						
Public Works Administration	Actual	Actual	Original	Adjusted	Requested	
001-50-50-419	2011-12	2012-13	Budget	Budget	Budget	
			2013-14	2013-14	2014-15	
Salaries	194,483	244,492	352,461	352,461	351,302	
Overtime	7,090	1,270	2,000	2,000	2,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	76,050	82,067	150,235	150,235	157,380	
Subtotal Personnel Costs	\$ 277,623	\$ 327,829	\$ 504,696	\$ 504,696	\$ 510,682	
Contractual Services	20,783	9,732	16,700	16,700	24,268	
Materials and Supplies	23,293	19,962	21,500	21,500	36,550	
Subtotal Operating Costs	\$ 44,076	\$ 29,694	\$ 38,200	\$ 38,200	\$ 60,818	
Total Operating	\$ 321,699	\$ 357,523	\$ 542,896	\$ 542,896	\$ 571,500	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 321,699	\$ 357,523	\$ 542,896	\$ 542,896	\$ 571,500	

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

The mission of the Parks Division is the development and maintenance of parks, undeveloped parkland, landscaped areas, City-owned vacant lots, rights-of-way, planters, bike paths, and some sidewalks. The division is responsible for snow and ice control at City facilities and pathway systems. The division is also responsible for the planning and development of new parks according to the recommendation of the Parks and Pathways Master Plan with direction from the Parks and Beautification Board. The division also performs landscape inspections to determine compliance with the City of Gillette Landscape Ordinance.

The primary mission of the Swimming Pool is to provide the public with a safe and pleasant water oriented recreation experience. The pool facility is open during the summer months and maintained by the Parks Division. As of 2007, the City of Gillette contracted with Campbell County for operations. The outdoor pool facility will remain free to the public and include a deep well for diving, a lap swim area, a water slide, a zero depth/shallow area pool, wheel chair lift, a bathhouse, a concession area, a playground, a climbing structure and a sunbathing area, all within a well landscaped park.

MAJOR GOALS FOR FY 2014/2015:

- To prepare for and run operations at the Baseball / Softball Complex
- Continue to review, revise and update the Parks and Pathways Master Plan to insure that it remains a living document
- Continue to develop and implement an Irrigation Master Plan
- Upgrade existing irrigation systems to increase efficiency and allow for targeted tree watering in all irrigated areas during drought cycles
- Continue working with the Water Department and the Sustainability Coordinator to continue working within the water budget for the Parks and other large water users, and continue to upgrade components to ensure efficient water usage in all irrigated areas
- Complete the following projects: Refurbish Fox Park, Lakeside Park, Overlook Park, Heritage Park, Sierra Glen Park and Upper Sage Valley Park. Replace park benches and trash receptacles in Sierra Glen Park, Highland Park, Westover Park, Sutherland Park and various streetscape areas
- Continue to provide education, review and enforcement of the landscape ordinance through plan reviews, developer contact and landscape inspections
- Continue to provide safe and enjoyable outdoor, water oriented recreation experience for the citizens of Gillette at City Pool by using the best management and operating techniques in pool maintenance and safety
- Capture cost per City asset management program for the current and future budget planning

PERFORMANCE MEASURES:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Developed Parks	30	31	32	34	36	37	37
Developed Park Acres	209	221	221	228	210	229	229
Undeveloped Acres	447	447	770	740	740	535	535
Pathway Miles	78	86	86	89.6	61	65	65
Pool Usage	28,940	29,585	30,240	28,234	35,443	36,029	37,000

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Parks Supervisor	1	1	1	1	1	1	1
Parks Crew Lead	0	0	0	0	0	1	1
Public Works Senior Operators	1	0	0	0	0	0	1
Park Services Worker/Public Works Operators	4	6	6	6	8	7	7
Summer/Seasonal Workers	Budgeted in Contract Labor		21	27	31	31	34
Total Parks Division	6	26	26	35	35	40	44
Manager	1	1	1	1	1	1	1
Assistant Manager	1	1	1	1	1	1	1
Lifeguards	11	11	11	11	11	11	11
Total City Pool	13	13	13*	13*	13*	13*	13*

*MANAGED THROUGH THE CAMPBELL COUNTY PARKS AND RECREATION DEPARTMENT

GENERAL FUND					
Parks & Landscaping / Swimming Pool	Actual	Actual	Original	Adjusted	Requested
001-50-51-452 / 001-50-52-451	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	599,968	569,576	656,436	656,436	727,775
Overtime	81,983	58,692	85,000	85,000	85,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	10,003	11,934	15,000	15,000	15,000
Benefits	197,807	217,066	251,738	251,738	277,040
Subtotal Personnel Costs	\$ 889,761	\$ 857,268	\$ 1,008,174	\$ 1,008,174	\$ 1,104,815
Contractual Services	174,882	145,417	223,241	223,241	233,021
Materials and Supplies	1,026,509	876,535	1,025,784	1,025,784	1,020,752
Subtotal Operating Costs	\$ 1,201,391	\$ 1,021,952	\$ 1,249,025	\$ 1,249,025	\$ 1,253,773
Total Operating	\$ 2,091,152	\$ 1,879,220	\$ 2,257,199	\$ 2,257,199	\$ 2,358,588
Total Capital	\$ (1,566)	\$ 20,000	\$ -	\$ 48,900	\$ 65,000
Interfund Transfers	\$ 54,680	\$ 29,427	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 2,144,266	\$ 1,928,647	\$ 2,257,199	\$ 2,306,099	\$ 2,423,588

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal Services \$45,321, Contracted weed spraying \$35,000, Contracted Porta Potty services \$35,000, Property Repairs and Maintenance \$56,500, Contracted labor for Swimming Pool through County \$75,000

Materials and Supplies - Vehicle maintenance \$157,363, Vehicle replacement \$100,808, Utilities \$378,000, Gasoline \$43,136, Annuals and perennials \$50,000, Fertilizer \$40,000, Chlorine for Pool \$26,500

Capital - *Unless Noted, All Items Approved CIP* - New Toro Sandpro with Infield groomer for Softball/Baseball Complex \$18,000, New 6x4 Gator Utility Vehicle for Softball/Baseball Complex \$12,000, Swimming Pool Boiler \$20,000, Swimming Pool Kiddie Slide \$15,000



ACTIVITY DESCRIPTION:

The primary mission of the Forestry Division is the care of trees and shrubs in the City parks, along the boulevard beautification areas, and rights-of-way. The responsibilities of the City Arborist includes the establishment of a tree program which involves long and short term goals and the implementation of techniques to enhance survival rates of the City's trees and shrubs, including trimming and fertilization of the existing plants. Maintain an inventory of existing plants. Secure grants. Work with volunteers to enhance the Urban Forest. Help design City-wide beautification areas which may involve planting new plants or moving existing plants. Manage and maintain the City tree farm, to provide replacement plants for various areas. Assist other divisions with tree related issues. Develop educational programs to improve the appreciation of our urban forest and the importance of trees to our community. Continue to participate in the Tree City USA program. Consult with individuals regarding plan issues and concerns.

MAJOR GOALS FOR FY 2014/2015:

- Receive Tree City USA designation for the 22nd consecutive year
- Receive the Arbor Day Foundations Growth Award for the 10th Consecutive Year
- Repair and/or replace storm damaged trees
- Chip branches as needed
- Respond to requests from the public for consultations regarding plant problems and issues
- Implement Forestry Management Plan
- Capture cost per City asset management program for current and future budget planning
- Improve understanding of the relationship between forest configuration and benefits
- Increase the percentage of tree canopy cover throughout the City
- Create a sustainable urban forest with maintenance of ecological, social and economic functions and benefits over time

PERFORMANCE MEASURES:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Trees Trimmed	320	345	289	170	**1,997	***2575	425
Trees Removed	75	72	242	150	193	227	175
Stumps Ground	32	358	156	150	161	105	250
Yard Waste Chipped (Tons)	294	133	150	200	41.5	***89.5	42
Trees Planted	258	135	140	150	68	1028	120
Trees Transplanted	32	15	10	15	61	54	75
Public Consultations	25	22	14	20	63	98	80
Spring Clean Up Branches Chipped (Tons)	N/A	N/A	N/A	49	41.5	N/A	N/A
Spring Clean Up Branches Picked Up (Cu.Yrds.)	N/A	N/A	N/A	485	445	500	500
Christmas Trees Chipped (Tons)	N/A	N/A	N/A	4.5	6	9	10

****1,500 trees trimmed by contract**

***** Storm damaged trees**

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Arborist	1	1	1	1	1	1	1
Public Works Operator	1	1	1	1	1	1	1
Seasonal Workers	-	-	-	2	3	3	3
Total Forestry Division	2	2	2	4	5	5	5

GENERAL FUND					
Forestry	Actual	Actual	Original	Adjusted	Requested
001-50-53-452	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	117,902	94,100	121,785	121,785	118,638
Overtime	16,606	12,302	12,000	12,000	12,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	4,100	2,615	3,440	3,440	3,440
Benefits	38,588	38,533	45,021	45,021	60,894
Subtotal Personnel Costs	\$ 177,196	\$ 147,550	\$ 182,246	\$ 182,246	\$ 194,972
Contractual Services	46,995	142,987	68,040	68,040	67,500
Materials and Supplies	106,367	94,959	98,531	98,531	87,406
Subtotal Operating Costs	\$ 153,362	\$ 237,946	\$ 166,571	\$ 166,571	\$ 154,906
Total Operating	\$ 330,558	\$ 385,495	\$ 348,817	\$ 348,817	\$ 349,878
Total Capital	\$ -				
Interfund Transfers	\$ -	\$ 8,925	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 330,558	\$ 394,420	\$ 348,817	\$ 348,817	\$ 349,878

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Tree removal, trimming, spraying and stump grinding \$67,500

Materials and Supplies - Tree replacements and mulch \$35,000

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

The Streets Division is responsible for maintenance and operation of the City's streets, street right-of-ways (ROW'S), and stormwater transference and conveyance system on both publically owned and drainage easements. Our duties include snow and ice control; street sweeping; asphalt and concrete roadway surface maintenance and operation; maintenance and operation of safety features (guardrail, chain link fencing, delineation, curb and gutter and traffic barriers); ROW and drainage channels and detention mowing; maintenance and operation of stormwater drain inlets/outlets, channels both lined and dirt, detention ponds and de-watering wells. The Streets Division also manages City bridges and the City owned rail spur. The division assists the Mayor's Art Council with the Avenue of Art statue placement. The division also completes the City-wide Spring Cleanup and provides support for many diverse City activities and support to other City Departments.

MAJOR GOALS FOR FY 2014/2015:

- To provide a functional and safe City wide street system that is clean and aesthetically pleasing
- Provide efficient and effective snow plowing in accordance with our snow guidelines
- Clean dirt and debris from City streets to help reduce airborne dust, sediment loading in the drainage transference systems and to provide an aesthetically pleasing appearance
- To maintain and operate the City's stormwater systems (curb and gutters, channels, retention/detention ponds, storm conveyance and transference systems and de-watering wells) to collect, control and convey stormwater and surface groundwater
- Preventative surface treatments (crack filling and sealing, joint sealing) throughout city streets.
- Improve stormwater conveyance through system wide improvements and repair throughout the city and in detention cells and channels
- Keep right of ways, drainage easements, and storm water detention and retention cells mowed and in compliance with City ordinances
- Utilize contract support in all areas where service levels cannot be met with current Streets Division resources (snow and ice control, mowing, pavement surface repairs and preventative treatments, sidewalk and curb and gutter repairs, and drainage improvements)

PERFORMANCE MEASURES:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Spring Clean Up Tons	161.82	203.09	225	183	174	119	230
Priority 1 & 2's Routes Plowed (Miles)	306	320	454	456	***40,768	***43,952	***46,000
Arterial/Collectors Swept (Miles)	306	320	454	456	***15,567	###11,294	###13,000
Right Of Way Acres Mowed	487.21	524.87	610.82	614.53	5,412	5,575	6,000
Number of Dewatering Wells	48	49	51	52	47	49	50
Feet of Drainages Clean	N/A	N/A	N/A	N/A	60,784	56,381	60,000

***Previous year's numbers were based on amount maintained; FY 2012-2013 actual and 2013-2014 projected numbers are actual miles plowed.

2012/2013 Sweeping number includes all miles driven, including with the broom up.

###Beginning with 2013/2014, the new AVL system tracks actual miles swept.

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Public Works Operations Manager	0	1	0	0	0	0	0
Street Superintendent	0	0	1	1	1	0	0
Streets Supervisor	0	0	0	0	0	1	1
Streets Crew Supervisor	2	2	2	2	2	0	0
Streets Sr. Operator	3	3	2	2	1	1	3
Streets Operator	9	9	10	10	13	14	12
Seasonal Summer Workers	1	1	4	4	4	4	6
Total Streets Division	15	16	19	19	21	20	22

GENERAL FUND				Original	Adjusted	Requested
Streets	Actual	Actual	Budget	Budget	Budget	
001-50-54-431	2011-12	2012-13	2013-14	2013-14	2014-15	
Salaries	699,880	742,217	786,750	786,750	820,478	
Overtime	123,712	131,065	167,000	167,000	167,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	36,770	34,034	45,000	45,000	45,000	
Benefits	328,866	349,641	382,152	382,152	368,684	
Subtotal Personnel Costs	\$ 1,189,228	\$ 1,256,958	\$ 1,380,902	\$ 1,380,902	\$ 1,401,162	
Contractual Services	185,120	178,268	589,892	534,892	716,482	
Materials and Supplies	3,696,271	2,815,088	3,276,727	3,331,727	3,497,459	
Subtotal Operating Costs	\$ 3,881,391	\$ 2,993,356	\$ 3,866,619	\$ 3,866,619	\$ 4,213,941	
Total Operating	\$ 5,070,619	\$ 4,250,314	\$ 5,247,521	\$ 5,247,521	\$ 5,615,103	
Total Capital	\$ 64,846	\$ 3,007	\$ -	\$ -	\$ -	
Interfund Transfers	\$ 151,300	\$ 29,075	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 5,286,765	\$ 4,282,396	\$ 5,247,521	\$ 5,247,521	\$ 5,615,103	

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$37,022, Contracted snow removal \$350,000, Contracted mowing \$50,000, Contracted storm drain cleaning \$150,000, Sweeper Pile Remover \$100,000

Materials and Supplies - Roof on sander rack \$25,000, Street light maintenance \$95,000, Repair concrete slabs and manholes in several locations \$285,000, Sidewalk repairs in several locations \$125,000, Maintenance/repair of storm drainages \$145,000, Crack sealing and filling \$350,000, Joint sealing \$150,000, Vehicle maintenance \$504,737, Vehicle replacement \$454,510, Utilities \$47,500, Electricity for street lights \$174,587, Gasoline \$30,463, Diesel \$122,082, Emulsion and small aggregate for spray injection patching truck \$25,000, Ice slicer \$535,000, Apogee liquid \$50,000, Street light installation \$200,000

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

This division provides a broad range of professional civil and municipal engineering services to develop, maintain and improve the City's infrastructure. The division is responsible for planning, development and construction of capital projects for the City of Gillette. This includes developing the project scope, assisting in securing funding and managing the design and construction phases of a project. Division staff performs design work and construction oversight on many smaller projects. The division reviews all subdivision, annexation and development proposals within the planning district boundaries and must review, approve and permit the infrastructure improvements within the same. The City Engineer has been granted Home Rule Delegation to issue DEQ permits for infrastructure projects within the City's jurisdiction. The City Engineer administers the FEMA delegated Flood Plain ordinances. The division provides technical support to other City departments and to several non-City entities. The division is also responsible for the evaluation of traffic control signs and signals throughout our roadway network.

MAJOR GOALS FOR FY 2014/2015:

- To complete programmed capital construction projects on time and within budget:
 - PMS – Various Projects / Boxelder Road Extension – Phase 2B / Various Park and Pathway Improvement Projects / Fishing Lake: Bank Stabilization and Dredging / Gillette Avenue Improvements: Construction / Westover Road: Skyline to Burma Design and Begin Construction / Boxelder Road Extension: Skyline to Overdale Design / 3rd Street Plaza / Quiet Zone: Potter Avenue / General Drainage Improvements
- To adopt the recently completed Stormwater Ordinance
- Project development from the Transportation Master Plan
- Provide complete and accurate reviews of Development Plans in a timely fashion
- To award design contracts in summer months such that construction contracts can be bid in the winter for early spring start-up

PERFORMANCE MEASURES:

- Evaluate projects at milestones. Make modifications as needed to meet budgetary guidelines
- Provide an annual report on division activities

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
# of Capital Projects Under Construction	28	25	29	28	29	24	27
# of Capital Projects Under Design	12	10	6	17	25	17	21
# of Engineering Studies	8	4	7	11	7	5	6
# of Inspections*	64	70	74	38	45	21	15
# of Permits to Construct Issued	45	24	25	28	20	22	24
# of Street Cut Permits Issued	41	86	90	93	131	127	135

*Includes Interim, Final, and Warrant Inspection. Does not include daily construction inspections for Regulatory and Capital Projects.

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Department Director	1	1	1	1	1	1	1
City Engineer	2	2	2	2	2	2	2
Senior Civil Engineer/Civil Engineer	0/3	2/2	2/2	2/2	2/2	2/2	2/2
Engineer CAD Specialist/Engineering Specialist	0/5	0/5	0/3	0/3*	0/3	0/3	0/3
Administrative Supervisor	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
Intern/Temporary Worker	.5	.5	0	0	0	0	0
Total Engineering	13.5	14.5	12	12	12	12	12

*One of these positions was authorized but unfilled in FY 2011/2012.

GENERAL FUND				Original	Adjusted	Requested
Engineering	Actual	Actual	Budget	Budget	Budget	Budget
001-60-60-419	2011-12	2012-13	2013-14	2013-14	2013-14	2014-15
Salaries	831,896	926,873	999,675	999,675	999,675	1,016,058
Overtime	873	4,602	5,000	5,000	5,000	9,000
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	282,435	319,488	360,731	360,731	360,731	396,569
Subtotal Personnel Costs	\$ 1,115,204	\$ 1,250,963	\$ 1,365,406	\$ 1,365,406	\$ 1,365,406	\$ 1,421,627
Contractual Services	39,474	45,314	44,520	44,520	44,520	44,520
Materials and Supplies	47,447	51,961	65,278	65,278	65,278	73,081
Subtotal Operating Costs	\$ 86,921	\$ 97,276	\$ 109,798	\$ 109,798	\$ 109,798	\$ 117,601
Total Operating	\$ 1,202,125	\$ 1,348,239	\$ 1,475,204	\$ 1,475,204	\$ 1,475,204	\$ 1,539,228
Total Capital	\$ (24,782)	\$ (23,561)	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 22,389	\$ 23,561	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,199,732	\$ 1,348,239	\$ 1,475,204	\$ 1,475,204	\$ 1,475,204	\$ 1,539,228

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

The primary mission of the Building Inspection Division is to ensure buildings are constructed in compliance with the City's adopted construction codes; building safety is the Division's number one concern. This is achieved through plan review, field inspections, contractor licensing and public education. The Division provides staff support to the Board of Examiners (BOE). Construction plans and permit applications are reviewed for compliance with the adopted codes. On-site inspection and monitoring is done by Division staff to verify that actual construction complies with approved plans. Field adjustment and changes, if warranted, may be approved. The Division maintains address files for each building located in city limits; documents retained include Foundation Location Certificates, Permits, Inspection Results, Correction Notices, Fees Collected, and Certificates of Occupancy. These address files are being scanned as part of the Scanning Project. In addition, the Division licenses all contracting trades. This includes record keeping, verifying certification, bonding and insurance, processing new licenses, and notification for Contractor License renewal.

MAJOR GOALS FOR FY 2014/2015:

- Provide assistance to contractors and owner/builders in understanding building code issues to achieve compliance
- Continue to work with the County Building Department regarding a Memorandum of Understanding (MOU) in order to provide consistent service to properties in the county who are connecting to city services
- Transition to Tyler Software for Permits, Inspections, and Contractor Licensing
- Implement ePlan Software Upgrade
- Begin Residential Stormwater Permitting and Inspection

PERFORMANCE MEASURES:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Commercial Building Permits	54	44	35	36	28	24	32
Residential Building Permits	307	294	262	225	143	125	175
Total All Permits (elec., mech., plbg., etc.)	3,454	3,364	4,818	3,054	2,685	2,400	2,750
Stormwater Permits	-	-	-	-	-	50	150
Field Inspections	11,907	12,210	11,471	10,715	9,515	9,000	10,300
Stormwater Inspections	-	-	-	-	0	50	150
Contractor Licenses	773	793	743	743	781	738	750
Individual Trade Licenses	498	490	534	534	477	403	450
STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Building Division Supervisor	1	1	0	0	0	0	0
Chief Building Official	0	0	1	1	1	1	1
Deputy Building Official	0	0	1	1	1	1	1
Building Inspector	3	4	4	3	3*	2	2
Building Counter Technician	1	1	1	1	1	1	1
Plans Examiner	1	1	0	1	1	1	1
Permit Services Manager	1	1	1	0	0	0	0
Administrative Specialist	1	1	1	1	1	0	0
Administrative Assistant	0	0	0	0	0	1	1
Licensing Technician	1	1	1	1	1	1	0
Total Building Inspection	9	10	10	9	9	8	7

*One of these positions was authorized but unfilled in FY2012/2013.

GENERAL FUND						
Building Inspection	Actual	Actual	Original	Adjusted	Requested	
001-60-61-424	2011-12	2012-13	Budget	Budget	Budget	
			2013-14	2013-14	2014-15	
Salaries	486,507	463,458	483,658	450,658	460,271	
Overtime	-	190	1,000	1,000	1,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	191,212	176,511	193,675	173,675	191,917	
Subtotal Personnel Costs	\$ 677,719	\$ 640,158	\$ 678,333	\$ 625,333	\$ 653,188	
Contractual Services	8,123	5,808	42,580	42,580	42,580	
Materials and Supplies	49,605	46,505	56,377	56,377	56,681	
Subtotal Operating Costs	\$ 57,728	\$ 52,313	\$ 98,957	\$ 98,957	\$ 99,261	
Total Operating	\$ 735,447	\$ 692,471	\$ 777,290	\$ 724,290	\$ 752,449	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 735,447	\$ 692,471	\$ 777,290	\$ 724,290	\$ 752,449	

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Building Abatement/Demolition \$30,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

This division provides a broad range of activities associated with traffic signs, signals, pavement markings, and traffic studies to improve and help maintain a safe transportation network within the City of Gillette. The division is responsible for: fabrication, installation, maintenance, and inventory of all of the regulatory, warning, and informational traffic signing in the City; the operation, maintenance, and inspection of all traffic signals within the City; the maintenance, upkeep, and contract administration of the pavement markings and street striping contract; the review of signing, signals, and pavement markings for public and development projects; and routine traffic studies as required by the City Engineer.

MAJOR GOALS FOR FY 2014/2015:

- Maintain a traffic sign inventory and maintenance program that is compliant with Manual on Uniform Traffic Control Devices (MUTCD) Federal Signing Regulations
- To update traffic sign design and fabrication to fall within updated MUTCD guidelines
- To serve as resident project representative and conduct inspections for new signal installations as part of the CIP
- To maintain appropriate and safe operation of the City's traffic signals

PERFORMANCE MEASURES:

- Completion of traffic sign inventory and maintenance program by Federal mandated deadline
- Successful completion and proper operation of new traffic signals

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Traffic Signals Maintained	11	11	13	13	14	14	14
Pavement Markings Applied (in Lineal Feet)	485,168	522,266	559,365	582,405	592,500	590,000	599,470

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Sign & Signal Technician	0	2	2	2	2	2	2
Signs Intern	0	.5	0	0	0	0	0
Total Traffic Safety	0	2.5	2	2	2	2	2

GENERAL FUND					
Traffic Safety	Actual	Actual	Original	Adjusted	Requested
001-60-62-424	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	103,797	106,206	106,967	106,967	110,829
Overtime	2,357	740	2,500	2,500	2,500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	18,250
Benefits	36,322	36,974	38,893	38,893	43,511
Subtotal Personnel Costs	\$ 142,476	\$ 143,921	\$ 148,360	\$ 148,360	\$ 175,090
Contractual Services	202,148	201,833	225,540	225,540	231,080
Materials and Supplies	93,180	91,948	97,048	97,048	102,079
Subtotal Operating Costs	\$ 295,328	\$ 293,781	\$ 322,588	\$ 322,588	\$ 333,159
Total Operating	\$ 437,804	\$ 437,701	\$ 470,948	\$ 470,948	\$ 508,249
Total Capital	\$ -	\$ (142)	\$ -	\$ -	\$ 7,000
Interfund Transfers	\$ -	\$ 142	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 437,804	\$ 437,701	\$ 470,948	\$ 470,948	\$ 515,249

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Street striping \$230,000

Materials and Supplies - Traffic signal maintenance \$25,000, Materials for street sign fabrication & maintenance \$50,000

Capital - Unless Noted, All Items Approved CIP - Roll-Feed Cutting Plotter \$7,000



ACTIVITY DESCRIPTION:

The goal of the Planning Division is to provide guidance in developing and implementing community concepts in a manner to meet the needs of the community. Staff provides support and services to the Planning Commission, Board of Adjustment, Council and other City departments. The division processes zoning, subdivision and annexation cases. The staff reviews, recommends and processes changes to the Subdivision Regulations, Zoning Ordinance and Comprehensive Plan and conducts special studies and policy impact assessments. The staff has day-to-day interaction with developers and the public. In addition, the Planning Division provides a variety of specialized services and products, including studies, maps, addresses and legal information.

MAJOR GOALS FOR FY 2014/2015:

- To complete re-write and adoption of Zoning Ordinance
- To implement the City's Comprehensive Plan
- To develop a user handbook to accompany the new Zoning Ordinance
- Assist with grant funded projects
- To process subdivision, zoning and development projects in a timely manner
- To provide training and support to assigned boards
- To carry out studies, regulatory review, policy analysis and special projects as requested
- To design and implement programs and processes that support the City's Strategic Plan

PERFORMANCE MEASURES:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Annexations/Pre-Annexations	5/44	10/12	3/6	2/3	2/2	2/2	3/2
Sketch Plats	0	0	0	1	1	0	1
Preliminary Plats	4	5	2	1	7	0	1
Major Final Plats/Minor Final Plats	12/14	4/27	2/20	2/5	6/34	0/20	1/20
Condominium Plats	3	1	3	1	2	0	1
Commercial Site Plans/Development Plans	9/9	12/7	14/6	12/1	25/5	18/2	16/2
Subdivision Text/Zoning Text Amendments	0/3	0/1	0/2	0/0	0/0	0/0	1/1
Zoning Map Amendments	3	5	5	3	9	5	6
Easement/R-O-W Vacations	8/0	9/1	3/1	2/1	8/2	5/0	6/1
County Preliminary Plats/County Final Plats	5/3	2/2	1/1	0/1	0/1	0/1	0/1

STAFFING:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Community Development Director	1	1	0	0	0	0	0
Planning Division Manager	0	0	1	1	1	1	1
Planner	2	2	2	2	2	1	1
Senior Planner	1	1	1	1	1	1	1
Planning Technician	0	0	0	0	0	1	0
Administrative Assistant	1	1	1	1	1	1	1
Code Compliance Inspector	2	0	0	0	0	0	0
Intern	0.5	0.5	0.5	0.5	0	0	0
Total Planning	7.5	5.5	5.5	5.5	5.0	5.0	4.0

GENERAL FUND					
Planning	Actual	Actual	Original	Adjusted	Requested
001-60-63-419	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	307,149	255,439	328,605	328,605	276,351
Overtime	87	53	500	500	500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	119,728	104,719	145,845	145,845	119,811
Subtotal Personnel Costs	\$ 426,964	\$ 360,211	\$ 474,950	\$ 474,950	\$ 396,662
Contractual Services	5,849	196,549	7,410	68,901	7,410
Materials and Supplies	17,700	21,030	24,850	24,850	29,569
Subtotal Operating Costs	\$ 23,549	\$ 217,579	\$ 32,260	\$ 93,751	\$ 36,979
Total Operating	\$ 450,513	\$ 577,790	\$ 507,210	\$ 568,701	\$ 433,641
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 450,513	\$ 577,790	\$ 507,210	\$ 568,701	\$ 433,641

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND						
Code Compliance	Actual	Actual	Original	Adjusted	Requested	
001-60-64-419	2011-12	2012-13	Budget	Budget	Budget	2014-15
			2013-14	2013-14		
Salaries	90,939	93,711	95,611	95,611		100,159
Overtime	-	2,709	2,500	2,500		2,500
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	32,296	34,516	36,204	36,204		40,599
Subtotal Personnel Costs	\$ 123,235	\$ 130,936	\$ 134,315	\$ 134,315		\$ 143,258
Contractual Services	2,227	2,850	5,000	5,000		8,000
Materials and Supplies	6,788	4,052	13,321	13,321		12,850
Subtotal Operating Costs	\$ 9,015	\$ 6,902	\$ 18,321	\$ 18,321		\$ 20,850
Total Operating	\$ 132,250	\$ 137,838	\$ 152,636	\$ 152,636		\$ 164,108
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 132,250	\$ 137,838	\$ 152,636	\$ 152,636		\$ 164,108

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

FUND: Optional Sales Tax
UNIT: One Percent Revenue



City of Gillette, Wyoming

DEPT: Engineering
CODE: 201

ACTIVITY DESCRIPTION:

The majority of this revenue is derived from the county-wide Optional One Percent tax, which is approved by the voters every four years. These revenues mirror the changes in the general sales tax and reflect a \$2,000,000 increase from the prior year budget. Also included are anticipated grant revenues for sanitary sewer main replacement, Gillette Ave. Plaza Project, Potter Ave. Quiet Zone Project, and the Madison Rehab Project totaling \$1,253,600. A portion of the fuel tax allocation to cities and towns, totaling \$768,914, is also included in the 1% Fund to apply toward pavement management system (PMS) projects.

The City leverages these funds when possible to obtain grants in the aid of construction from the State Land and Investment Board, Wyoming Water Development Commission and the State Department of Transportation.

Interest income represents the One Percent fund share of pooled investment interest.

OPTIONAL SALES TAX

Revenue	Actual	Actual	Original	Adjusted	Requested
201-00-00-300	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Sales & Use Tax	21,895,585	19,415,614	19,000,000	19,000,000	21,000,000
Motor Fuel Tax	-	-	600,000	600,000	768,914
Federal Grants	92,574	399,456	-	193,000	200,000
State Grants	100,000	633,986	1,850,000	3,211,878	1,053,600
Local Government Other	49,680	145,743	-	15,000	-
Highway and Streets	1,600	400	-	-	-
Interest on Investments	29,467	24,002	23,000	23,000	29,000
Miscellaneous	24,672	118,917	-	2,000,000	-
Interfund Operating Transfer In	4,934,889	-	500,000	575,000	-
Application of Unassigned Cash	-	-	37,001	14,670,734	-
GRAND TOTAL	\$ 27,128,467	\$ 20,738,117	\$ 22,010,001	\$ 40,288,612	\$ 23,051,514

FUND: Optional Sales Tax
UNIT: One Percent Expenses



City of Gillette, Wyoming

DEPT: Engineering
CODE: 1005

ACTIVITY DESCRIPTION:

The annual City's Citizens Survey and the Chamber of Commerce One Percent Survey help guide the funding decisions in the 1% Fund. These surveys have indicated City streets, water quality and sewer collection to be high priorities for the use of One Percent Funds. Accordingly, the City has budgeted for the continuation of the Pavement Management Program, various Storm Drainage projects, the development of additional water and sewer resources as well as maintenance of existing water and sewer infrastructure. The upcoming budget year also includes funds for Park Improvements and various cultural and social service agencies.

The most significant street projects in the One Percent budget this year are the 3rd Street Plaza and Westover Road improvements from Skyline to Burma. Significant water projects include water main replacements in Circle Drive from Veterans Drive to Prairie View Drive, 12th Street from HWY 59 to Gurley Ave., Church from 7th to 9th, and 9th from Church to Stanley. Significant sewer projects in the One Percent budget this year include the Annual Sewer Main Replacement project, Drainage Replacement, and clarifier painting. Several park improvement projects are included to gain irrigation efficiencies and update equipment as well as funds set aside for an outdoor splash park study/design.

OPTIONAL SALES TAX FUND

**1% Optional Sales Tax
201-10-05-419**

	Actual 2011-12	Actual 2012-13	Original Budget 2013-14	Adjusted Budget 2013-14	Requested Budget 2014-15
Pavement Management System	4,481,292	4,297,366	4,000,000	6,899,800	4,387,000
Sidewalk Repairs	168,049	95,791	125,000	515,000	345,000
Land	77,126	43,112	-	35,000	260,000
Buildings	20,187	-	-	-	-
Beautification Programs	308,103	456,170	100,000	705,000	400,000
Park Development	788,150	713,281	-	-	350,401
Park Improvement	385,745	1,467,072	826,000	2,456,695	745,000
Street Enhancements	2,086,858	1,489,782	6,150,000	9,734,651	3,200,000
Street & Major Road Ext	3,841,245	3,083,656	90,000	2,604,444	140,000
Traffic Signals	366,851	188,671	50,000	303,600	400,000
Bridges	10,049	10,759	225,000	187,240	90,000
Drainage Projects	3,290,242	1,795,398	350,000	1,165,500	200,000
Bike & Walking Pathways	320,752	52,467	-	205,000	75,000
Water Mains	98,667	957,563	2,400,000	3,100,000	3,700,000
Water Transmission Lines	1,765,935	271,188	4,100,000	2,828,881	80,000
Wells/Prod/Collection	723,167	1,339,909	-	100,000	-
Water Storage/Reservoirs	-	-	-	-	800,000
Sanitary Sewer Mains	181,144	373,770	2,550,000	4,550,000	6,400,000
Rail Spur Modification	4,263	-	-	40,000	-
Vehicles	-	-	37,000	37,000	-
Enterprise Fund Expenses	(733,483)	(927,970)	-	-	-
Construction Work in Progress	(2,234,052)	(2,094,479)	-	-	-
Social Services Funding	418,500	921,095	827,023	4,290,823	855,313
Outside Agency Funding	362,300	129,800	122,978	472,978	526,300

OPTIONAL SALES TAX FUND			Original	Adjusted	Requested
1% Optional Sales Tax	Actual	Actual	Budget	Budget	Budget
201-10-05-419	2011-12	2012-13	2013-14	2013-14	2014-15
General Community	40,000	40,000	50,000	50,000	97,500
Council Contingency	-	-	7,000	7,000	-
Interfund Transfers	3,674,535	3,007,717	-	-	-
GRAND TOTAL	\$ 20,445,625	\$ 17,712,117	\$ 22,010,001	\$ 40,288,612	\$ 23,051,514

The following lists some of the major 1% projects; it is NOT an all-inclusive list:

Street Projects

3rd Street Plaza

Westover Road Improvements (Skyline Road to Burma Avenue)

Park Development

Splash Park/Pool Study/Design

Traffic Signals

Quiet Zone - Potter Avenue Crossing

Water Projects

Annual Water Main Replacement

Water Storage/Reservoirs

Water Tank Rehabilitation Z1-R4 Southern Drive Tank

Sanitary Sewer Mains

Annual Sanitary Sewer Main Replacement

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FUND: Local Improvement Districts 50 & 51
UNIT: Northland Village/Indian Hills



City of Gillette, Wyoming

DEPT: Administration
CODE: 250/251

ACTIVITY DESCRIPTION:

The Local Improvement District 50 Fund is for the administration of the SRF Loan payments and receipts for water and sewer improvements completed for the Northland Village in FY2007, while the Local Improvement District 51 Fund is for the receipts for water, sewer, and street improvements completed for the Indian Hills subdivision in 2009.

LOCAL IMP. DISTRICT					
LID 50 Revenue - Northland	Actual	Actual	Original	Adjusted	Requested
250-00-00-300	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Principle Revenue	-	-	34,284	34,284	35,141
Interest Revenue	-	-	14,158	14,158	13,301
GRAND TOTAL	\$ -	\$ -	\$ 48,442	\$ 48,442	\$ 48,442

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LOCAL IMP. DISTRICT**LID 50 - Northland****250-99-99-419**

	Actual	Actual	Original	Adjusted	Requested
	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Principle	-	-	34,284	34,284	35,141
Interest	-	-	14,158	14,158	13,301
GRAND TOTAL	\$ -	\$ -	\$ 48,442	\$ 48,442	\$ 48,442

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LOCAL IMP. DISTRICT					
LID 51 Revenue - Indian Hills	Actual	Actual	Original	Adjusted	Requested
251-00-00-300	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Principle Revenue	-	-	16,520	16,520	12,551
Interest Revenue	-	-	3,426	3,426	2,661
GRAND TOTAL	\$ -	\$ -	\$ 19,946	\$ 19,946	\$ 15,212



ACTIVITY DESCRIPTION (REVENUE):

The City of Gillette established the Madison Waterline (Fund 301) in FY 2009/10. Fund 301 was created to track and expend all costs associated with the Gillette Regional Water Supply Project from revenue received from (a) State Grants and Loans, (b) Local Capital Facilities Taxes, and (c) Water Fund Revenue.

- In addition to eligible "contract" expenses, the State of Wyoming reimburses the City of Gillette up to \$100,000 each year for the Project Manager's salary which is a portion of the annual "Operating Expenses".
- The 2011 Wyoming State Legislature approved, and the Governor signed, Enrolled Senate Act No. 36 providing for 67% grant funding and 33% short-term (5-year term) loan funding for the eligible project expenses to be distributed as follows:

ANTICIPATED REVENUES PER 2011 ENROLLED SENATE ACT NO. 36

Funding Available (Date)	Grant (67%)	¹⁾ Loan (33%)	Total (100%)	Cumulative
September 1, 2009	\$11,222,500.00	\$5,527,500.00	\$16,750,000.00	\$16,750,000.00
August 1, 2010	16,415,000.00	8,085,000.00	24,500,000.00	41,250,000.00
July 1, 2011	32,362,500.00	15,939,738.81	48,302,238.81	89,552,238.81
July 1, 2012	30,000,000.00	14,776,119.40	44,776,119.40	134,328,358.21
July 1, 2013	30,000,000.00	¹⁾ 14,776,119.40	44,776,119.40	179,104,477.61
July 1, 2014	25,792,000.00	¹⁾ 12,703,522.39	38,495,522.39	217,600,000.00
TOTAL(s)	\$145,792,000.00	\$71,808,000.00	\$217,600,000.00	

- On May 3, 2011, Campbell County Voters approved a Specific Purpose Excise Tax (Capital Facilities Tax) at a rate of 1% for a total tax amount of \$110 million, of which \$75 million is provided to the City to cover 33% of the cost of the water supply, treatment and transmission components of the regional water supply project; of which \$20 million is provided to the City to cover 33% of the cost of regional water extensions to serve rural water districts located within the Designated Service Area as established by the December 2010 Joint Powers Agreement; and of which \$15 million is provided to the Town of Wright and the Wright Water and Sewer District for water improvements. Capital Facilities Tax Revenue collections to repay the debt commenced in October 2011. Based on recent historic collection history, City Staff estimates the total amount of the Cap Tax will be collected before June 30, 2015. The Capital Facilities Tax will cease after the total amount has been collected.
- Pending approval of the 2014 Omnibus Water Construction Bill (SF 0066) an additional grant appropriation of \$6,432,000.00 will be available to cover 67% of the total estimated cost of \$9,600,000 for the design, permitting, land acquisition and construction to extend regional water service to existing rural water districts located in the Force Road and Antelope Valley areas.

MAJOR GOALS FOR FY 2014/2015 (REVENUE):

- Secure long-term funding and loan repayment for the Gillette Regional Water Project
 - Execute the Final Grant Funding Amendment in the amount of \$25,792,000 between the City of Gillette and the Wyoming Water Development Commission – expected effective date: September 2014.
 - Continue to work with the City's Finance Department to establish a long term debt repayment plan for the project. Due to the "better than expected" Cap Tax collections, the City has discontinued its pursuit of additional PMTF Loan funding from the State of Wyoming. The future 33% match will come from Cap Tax revenue, once the original \$44,328,358 Loan has been expended.
 - Continue to work with the City's Finance Dept to establish restricted reserve funds from excess revenue collected for long-term water supply development, transmission system expansion and replacement.
 - Continue to work with Campbell County, Rural Water Districts and the Wyoming Water Development Commission (WWDC) to secure the remaining \$33.6 million through traditional grant funding available through various WWDC Grant/Loan Program(s) to fund 67% of the total cost to extend regional water service to the rural water districts within the Designated Service Area.

ANTICIPATED REVENUE:	20009 - 2014 (prior yr estimate)	2014/2015 (anticipated)	2015/2016 (anticipated)	2016/2017 (anticipated)	2017/2018 (anticipated)	2018/2019 (anticipated)	2019/2020 (anticipated)	Total (anticipated)
State Grants – <i>Madison Pipeline Project</i>	120,000,000.00	25,792,000.00						145,792,000.00
²⁾ PMTF Loan – <i>Madison Pipeline Project</i>	44,328,358.00				(46,676,859.00)			(2,348,501.00)
¹⁾ Cap Tax – <i>Madison Pipeline Portion</i>	55,000,000.00	20,000,000.00						75,000,000.00
State Grants – <i>District Extensions Project</i>	6,197,500.00	234,500.00	8,744,500.00	7,906,000.00	8,375,000.00	8,542,500.00		40,000,000.00
Cap Tax – <i>District Extensions Project</i>	14,700,000.00	5,300,000.00						20,000,000.00
Water Fund (Transfer)	931,501.00	227,000.00	230,000.00	233,000.00	237,000.00	200,000.00		2,058,501.00
Yearly Total (anticipated)	241,157,359.00	51,553,500.00	8,974,500.00	8,139,000.00	(38,064,859.00)	8,742,500.00		280,502,000.00
Cumulative Total (anticipated)	241,157,359.00	292,710,859.00	301,685,359.00	309,824,359.00	271,759,500.00	280,502,000.00	280,502,000.00	

¹⁾ Due to the "better than expected" Cap Tax collections, the City ceased its pursuit of additional PMTF Loan funding from the State of Wyoming in FY13/14; the 33% match will come from Cap Tax revenue, once the original \$44,328,358 Loan has been expended.
²⁾ Capital Facilities Tax Revenue collected for the Madison Pipeline Portion will be used to pay back the \$44,328,358 PMTF State Loan + Fees in FY 2016-17.

MADISON WATER LINE

	Actual	Actual	Original	Adjusted	Requested
Revenue	2011-12	2012-13	Budget	Budget	Budget
301-00-00-300	2011-12	2012-13	2013-14	2013-14	2014-15
Cap Tax - Madison Project	14,418,373	20,783,510	21,000,000	21,000,000	21,600,000
Cap Tax - District Projects	3,816,628	5,501,517	5,500,000	5,699,928	5,400,000
State Grants	3,831,194	29,054,567	50,719,000	80,651,774	30,067,000
State Loan Revenues	-	-	24,981,000	39,724,008	14,809,119
District Grant Revenue	-	266,154	5,594,500	6,000,415	234,500
Madison Cap Tax Int	12,242	42,979	112,000	112,000	170,000
District Cap Tax Int	3,240	11,373	28,000	28,000	42,000
Unrealized Gain/Loss-WyoStar	12,085	(57,530)	-	-	-
Miscellaneous	9,000	-	-	-	-
Interfund Operating Transfer In	232,343	252,465	242,434	242,434	365,679
GRAND TOTAL	\$ 22,335,105	\$ 55,855,036	\$ 108,176,934	\$ 153,458,559	\$ 72,688,298



FUND: Madison Waterline
UNIT: Madison Waterline (Expense)

ACTIVITY DESCRIPTION:

The City of Gillette established the Madison Waterline (Fund 301) in FY 2009/10. Fund 301 was created to track and expend all costs associated with the Gillette Regional Water Supply Project from revenue received from (a) State Grants and Loans, (b) Local Capital Facilities Taxes, and (c) Water Fund Revenue. Two (2) FTE's are budgeted within this fund – one (1) Project Manager and one (1) Sr. Administrative Assistant.

- Budget Account No. 301-70-72-441-30-43210 is used for all contractual expenses that are not eligible for reimbursement from the various State Grants and State Loans. Some of these expenses include consulting fees to develop Legislative education marketing materials and consulting fees to help staff calculate wholesale water rates for the regional water system.
- Budget Account No. 301-70-72-441-70-47411 is used for all contractual expenses that are eligible for reimbursement from the State Grant and State PMTF Loan for the Gillette Madison Pipeline Project.
- Budget Account No. 301-70-72-441-70-47414 is used for all contractual expenses that are eligible for reimbursement from State WWDC Grants and Cap Tax for the District Extensions Project.
- Eligible reimbursement expenses for both projects include easement negotiations, appraisals, title work, land and r.o.w. acquisition, permitting fees, engineering fees and construction costs.
- The State of Wyoming Reimburses the City of Gillette up to \$100,000 each year for the Project Manager's salary which is a portion of the annual "Operating Expenses".

MAJOR GOALS FOR FY 2014/2015:

- Execute the Final Grant Funding Amendment in the amount of \$25,792,000 between the City of Gillette and the Wyoming Water Development Commission for the Gillette Madison Pipeline Project
- Continue to work with Campbell County, Rural Water Districts, and the WWDC to secure the remaining \$33.6 million grant funding for the District Extensions Project
- Continue to work with various State Agencies, Federal Agencies, County Government, Land Consultants, City Attorney, Title Companies, Surveyors, Appraisers, other City Staff, and other Consultants to secure regulatory permits, easements and right-of-way prior to construction
- Complete the following Construction Contracts in FY 2014-15:
 - #3 - Westover to Southern Dr Tank 30/36-inch Transmission Line
 - #4a - Southern Dr Tank to WYODAK 42-inch Transmission Line
 - E-1 Donkey Creek PS Electric Transmission Line (PRE-Corp)
 - E-2 Donkey Creek PS Electrical Substation (City)
- Start and/or Continue the following Construction Contracts in FY 2013-14:
 - #2a - 3 New Madison Production Wells (Drilling Contract)
 - #2b - Well Field Piping, Pumps and Equipment
 - #4b - Pine Ridge Potable Water System
 - #4c - Donkey Creek PS to WyoDak 42-inch Transmission Line
 - #4d - Hwy 51/"D" Road to Donkey Creek PS 42-inch Transmission Line
 - #4e - Sta. 2300+00 to Hwy 51/"D" Road 42-inch Transmission Line
 - #4f - Pine Ridge to Sta. 2300+00 42-inch Transmission Line
 - #5 - Donkey Creek Pump Station
 - #6 - Pine Ridge Storage Tank
 - #7 - Pine Ridge Disinfection Facility
 - #8 - PS1 to WYODAK 18-inch Transmission Pipeline Extension
 - #4e - Sta. 2300+00 to Hwy 51/"D" Road 42-inch Transmission Line
 - E-4 Pine Ridge & New Well Field Electric Distribution System (City)
 - 12UT05 – Regional Water Supply; Phase I District Extensions Project
 - 06EN40 - Phase III Madison Pipeline Rehabilitation – Deep Ground Anodes

ANTICIPATED EXPENSES:	2009 thru 2014 (estimate)	2014/2015 (anticipated)	2015/2016 (anticipated)	2016/2017 (anticipated)	2017/2018 (anticipated)	2018/2019 (anticipated)	2019/2020 (anticipated)	Total (anticipated)
General Operating Expenses	1,260,000.00	262,000.00	265,000.00	268,000.00	272,000.00	170,000.00		2,497,000.00
Non-Eligible Contracts	235,000.00	85,000.00	85,000.00					405,000.00
Eligible Contracts – <i>District Extensions</i>	950,000.00	8,300,000.00	13,700,000.00	11,800,000.00	12,500,000.00	12,750,000.00		60,000,000.00
Eligible Contracts – <i>Madison Pipeline</i>	135,900,000.00	40,950,000.00	40,750,000.00					217,600,000.00
Yearly Total (anticipated)	138,345,000.00	49,597,000.00	54,800,000.00	12,068,000.00	12,772,000.00	12,920,000.00		280,502,000.00
Cumulative Total (anticipated)	138,345,000.00	187,942,000.00	242,742,000.00	254,810,000.00	267,582,000.00	280,502,000.00	280,502,000.00	

STAFFING: (Start of FY:)	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Utilities Project Manager	0	0	1	1	1	1	1
Senior Administrative Assistant	0	0	1	1	1	1	1
Total Fund 301 (Madison Waterline)	0	0	2	2	2	2	2

MADISON WATERLINE

Madison Waterline 301-70-72-441	Actual 2011-12	Actual 2012-13	Original Budget 2013-14	Adjusted Budget 2013-14	Requested Budget 2014-15
Salaries	164,423	143,462	168,273	168,273	166,117
Overtime	144	312	500	500	-
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	58,245	51,221	74,102	74,102	79,655
Subtotal Personnel Costs	\$ 222,812	\$ 194,995	\$ 242,875	\$ 242,875	\$ 245,772
Contractual Services	7,408	3,213	90,798	90,798	90,825
Materials and Supplies	45,873	55,718	16,554	16,554	17,898
Subtotal Operating Costs	\$ 53,281	\$ 58,931	\$ 107,352	\$ 107,352	\$ 108,723
Total Operating	\$ 276,093	\$ 253,926	\$ 350,227	\$ 350,227	\$ 354,495
Total Capital	\$ 342,622	\$ 216,358	\$ 83,950,000	\$ 129,231,625	\$ 45,126,119
Interfund Transfers	\$ 859,993	\$ 701,701	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,478,708	\$ 1,171,986	\$ 84,300,227	\$ 129,581,852	\$ 45,480,614

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Wholesale rate consultant, other professional services \$75,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - Water transmission lines \$44,776,119, District extensions \$350,000

FUND: Utilities Administration
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities
CODE: 501

ACTIVITY DESCRIPTION:

The Utility Administration Fund pays for the centralized services of Administration and Electrical Engineering used by the City's Enterprise Fund operations. The costs of these services are billed to the Water, Sewer, Power and Solid Waste Funds based on their projected use of the services.

UT ADMIN. FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
501-00-00-300	2011-12	2012-13	2013-14	2013-14	2014-15
Interest on Investments	3,448	1,856	2,000	2,000	1,800
Fiber Lease Revenue	-	-	35,200	35,200	42,200
Miscellaneous	-	-	-	-	-
Transfer from City Depts	2,668,235	2,856,823	2,052,821	2,052,821	2,569,901
Interfund Operating Transfer In	-	-	-	28,000	-
Application of Unassigned Cash	-	-	247,030	247,030	26,253
GRAND TOTAL	\$ 2,671,683	\$ 2,858,679	\$ 2,337,051	\$ 2,365,051	\$ 2,640,154



ACTIVITY DESCRIPTION:

Utility Administration (UA) is responsible for providing administrative direction and support services for the three Utilities Divisions: Water, Wastewater and Electrical. In addition, the UA Division provides engineering, planning and scheduling of capital improvement projects as well as assisting the State and County offices with their projects. UA is heavily involved in the 23% ownership of the WYGEN III Power Plant and communicates weekly with their operations group to understand the challenges of coal fired generation, and to influence cost control and budgetary impacts in generation ownership. This Division devotes a large amount of their time to exploring additional electrical generation options in order to serve our customers with the most efficient, dependable, and cost effective electricity possible. Finally, the UA Division performs engineering and project management for the New Madison Pipeline Project and the development of the Gillette Regional Water System.

MAJOR GOALS FOR FY 2014/2015:

- Continue project management efforts in pursuit of State funding for grant/matching funds for the Madison Pipeline Project and the Gillette Regional Water Project
- Complete the execution of Combustion Turbine (CT) contracts needed for Council to close on the purchase of CTII by August 31st of 2014
- Facilitate quarterly meetings of the Gillette Regional Water Panel to address additional requests for water service and establishment of appropriate water rates
- Continue with SCADA upgrades and utilize the Fiber Optics Business Plan grants to obtain an outside consultants assessment of expansion needs

PERFORMANCE MEASURES: (Start of FY:)	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Population Served	31,745	33,159	29,750	30,340	30,490	30,646	32,000
# of Utilities Employees Managed (RFTE)	58	60	62	63	66	57	57
Utilities Employees: Population Ratio	1:547	1:553	1:480	1:482	1:462	1:538	1:561
# of Utilities Accounts Managed	13,278	14,281	14,935	15,500	15,691	15,794	15,916
Utilities Employees: Account Ratio	1:229	1:238	1:241	1:246	1:238	1:277	1:279
Budget Overseen	\$45.7 M	\$49.6 M	\$93.8 M	\$118 M	\$125.7M	\$135.6M	\$78.8M
Director/Manager (3):Budget Ratio	1:\$15.2 M	1:\$16.5 M	1:\$31.3 M	1:\$39.3 M	1:\$41.9M	1:\$45.2M	1:\$26.7M
STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Utilities Director	1	1	1	1	1	1	1
Senior Adm. Assistant/Administrative Assist.	2	2	2	2	2	1.75	1.75
Utilities Engineering Manager	1	1	1	1	1	1	1
Utilities System Analyst	1	1	1	1	1	1	1
Total Utilities Administration Division	5	5	5	5	5	4.75	4.75

UT ADMIN. FUND				Original	Adjusted	Requested
Utilities Administration	Actual	Actual		Budget	Budget	Budget
501-70-70-440	2011-12	2012-13		2013-14	2013-14	2014-15
Salaries	424,635	443,535		456,168	456,168	458,185
Overtime	148	371		500	500	500
Merit Pay Plan	-	-		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	167,449	173,010		188,466	188,466	210,084
Subtotal Personnel Costs	\$ 592,232	\$ 616,917		\$ 645,134	\$ 645,134	\$ 668,769
Contractual Services	92,971	84,883		94,164	94,164	74,592
Materials and Supplies	54,863	38,107		78,379	78,379	81,120
Subtotal Operating Costs	\$ 147,834	\$ 122,990		\$ 172,543	\$ 172,543	\$ 155,712
Total Operating	\$ 740,066	\$ 739,907		\$ 817,677	\$ 817,677	\$ 824,481
Total Capital	\$ (92,114)	\$ (91,075)		\$ -	\$ -	\$ -
Interfund Transfers	\$ 92,114	\$ 91,075		\$ -	\$ -	\$ -
GRAND TOTAL	\$ 740,066	\$ 739,907		\$ 817,677	\$ 817,677	\$ 824,481

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$65,832

Materials and Supplies - COG provided cell phones and Land line telephones \$35,500

Capital - Unless Noted, All Items Approved CIP - n/a



ACTIVITY DESCRIPTION:

The Electrical Engineering Division is comprised of two groups, Electrical Engineering and the SCADA Group. Electrical Engineering's main focus is support of the Electrical Services Division. They also provide mapping, design work and project management for other City Utility Divisions along with design work and project management for the City owned fiber optic network. The SCADA group provides support for all of the Utility Divisions, the City's fiber optic network and Mobile Tech. Responsibilities for the Electrical Engineering group include commercial and residential electrical design, contract management, project management, asset management, mapping updates and record keeping. Responsibilities for the SCADA group include maintenance of all radio tower buildings and equipment. They maintain electronic communication systems for the various Utilities Divisions. They are responsible for the installation and splicing of all new fiber optic services. They are also responsible for all new electrical work for the Utility Department.

MAJOR GOALS FOR FY 2014/2015:

ELECTRICAL ENGINEERING

- Continue developing electrical system model, and coordination study
- Coordinate with implementation team to transfer critical data to new Tyler software
- Assist consultant with Broadband Study, and develop a plan for related City Owned Fiber-Optics System.

SCADA

- Continue PLC upgrades at Water Division sites, which includes mitigation of arc flash hazards
- Continue PLC upgrades at Wastewater lift stations, which includes mitigation of arc flash and confined space hazards
- Install Control Systems for Pine Ridge Sodium Hypo Facility, and Regional Expansion Project
- Continue to install and connect new fiber optic services.

PERFORMANCE MEASURES: (Start of FY:)	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Number of Permits Issued	82	72	55	76	81	85	83
Number of Site Reviews	-	86	64	74	105	59	82
Number of E-Plan Reviews	-	-	51	192	260	172	216
SCADA PERFORMANCE MEASURES:							
Fiber Optic Services Maintained	-	36	71	92	100	118	131
Broad Band Radio Systems Maintained	-	25	55	73	77	93	103
Site Control Systems Upgraded	-	2	6	21	19	19	19
STAFFING:							
	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Utilities Operations Manager	1	1	1	-	-	-	-
Electrical Engineer	-	-	-	1	1	1	2
Electrical Engineering Designer	2	2	2	2	2	2	2
Total Electrical Engineering	3						
Electrical Engineering Manager	1	1	1	1	1	1	1
Electrician	3	3	3	4	4	4	5
Total SCADA Group	4	4	4	5	5	5	5
Meter Technician	-	-	-	-	-	-	-
Total Other	-						
Total Electrical Engineering Division	7	7	7	8	8	8	10

UT ADMIN. FUND						
Electrical Engineering	Actual	Actual	Original	Adjusted	Requested	
501-70-71-440	2011-12	2012-13	Budget	Budget	Budget	
			2013-14	2013-14	2014-15	
Salaries	549,842	573,455	603,204	603,204	762,581	
Overtime	42,210	42,292	40,000	40,000	40,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	22,479	24,514	25,000	25,000	25,000	
Benefits	228,754	219,999	235,200	235,200	322,653	
Subtotal Personnel Costs	\$ 843,285	\$ 860,260	\$ 903,404	\$ 903,404	\$ 1,150,234	
Contractual Services	32,462	89,813	90,984	90,984	132,427	
Materials and Supplies	77,916	123,949	129,956	129,956	142,429	
Subtotal Operating Costs	\$ 110,378	\$ 213,762	\$ 220,940	\$ 220,940	\$ 274,856	
Total Operating	\$ 953,663	\$ 1,074,023	\$ 1,124,344	\$ 1,124,344	\$ 1,425,090	
Total Capital	\$ (87,570)	\$ 6,365	\$ 395,030	\$ 423,030	\$ 390,583	
Interfund Transfers	\$ 87,569	\$ 98,363	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 953,662	\$ 1,178,751	\$ 1,519,374	\$ 1,547,374	\$ 1,815,673	

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$127,087

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - New Distribution Lines (Fiber) \$336,365, Office Furniture - Install 5 workstation cubicles and replace office chairs in SCADA Office \$54,218

FUND: Solid Waste
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Public Works
CODE: 502

ACTIVITY DESCRIPTION:

The Solid Waste revenues are derived from the monthly charge for refuse collection. Residential rates had remained at \$15.75 per month since 7/1/06. On 5/1/12, the rate was increased to \$17.20 per month, and on 5/1/2013 the rate was increased to \$17.65.

The Yard Waste Program runs from April through November. The monthly rate for one yard waste container being emptied up to once per week was \$9.00, however the rate was increased to \$9.60 on 5/1/2013. There is currently no charge for citizens to bring yard waste to the City's Yard Waste Facility.

Commercial rates were brought more in line with costs as well as cleaning up the rate structure. Commercial rates are based on the number of containers and the frequency they are emptied. The rate for one container being emptied once per week was \$67.00 until 5/1/12, when the rate was increased to \$71.55. Effective 5/1/13, the rate was increased to \$76.40.

SOLID WASTE FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
502-00-00-300	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Enterprise Charges	-	-	-	-	-
Interest on Investments	4,491	2,628	2,700	2,700	3,000
Miscellaneous	39,390	42,457	-	-	-
Charges for Services	2,469,183	2,705,349	2,870,656	2,870,656	2,885,010
Interfund Operating Transfer In	237,943	-	-	-	-
Application of Unassigned Cash	-	-	-	-	110,814
GRAND TOTAL	\$ 2,751,007	\$ 2,750,434	\$ 2,873,356	\$ 2,873,356	\$ 2,998,824



ACTIVITY DESCRIPTION:

The Solid Waste Division provides refuse collection services to the residential and commercial customers of the City. Solid Waste is collected using fully automated side load trucks. All residential customers receive collection service once per week. Residential and commercial collection routes are serviced Monday through Friday. In addition, the Division provides trash service for all CAM-PLEX events, any events sponsored by community organizations, and the seasonal yard waste collection program. The Solid Waste Division provides curbside yard waste pickup. All solid waste is disposed of at the Campbell County Landfill. A contracted hauler completes curbside collection of the recyclables for the Blue Bag Recycling Service. Collection of blue bags is provided for all residential customers who choose to recycle, at no cost to the customer. The collected blue bags are delivered to the County Transfer Station for processing and marketing.

MAJOR GOALS FOR FY 2014/2015:

- Re-evaluate routes to provide efficient and effective collection of City residential and commercial solid waste and yard waste recyclables
- To provide prompt, courteous collection service for our customers within the City and for special events with which we are involved. Work with IT and GIS to develop a short and long term plan for utilizing the new technologies to automate our logging, WO's, customer complaints and over-all effectiveness and efficiencies
- To provide a safe, team oriented work environment for our employees
- Work with our customers to insure they have the correct number and type of containers, and continue with the 3-yarder conversion process where applicable
- Capture operational program costs for current and future budget planning

PERFORMANCE MEASURES:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
# of Population Served	31,745	33,159	29,750	30,340	30,490	30,646	32,000
# of Subdivisions	80	83	84	84	84	87	92
# of Solid Waste Trucks	7	7	8	8	8	8	8
# of Collection Routes	5	6	6	6	5	###7	###7
# of Community Events Hosted	5	10	11	11	12	12	12
# of Residential Customers	8,805	9,286	***9,711	***9,957	***10,121	***10,536	***11,000
# of Commercial Customers	356	371	368	359	384	428	450
Staff to Customer Ratio	1:1145	1:1073	1:1119	1:1146	1:1167	1:1218	1:1272

***Yard Waste Customers included.

###Includes Commercial and Yard Waste Routes.

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Supervisor	0	0	0	0	1	1	1
Lead Person	0	0	0	0	1	1	1
Solid Waste Operators	7	8	8	8	7	7	5
Senior Solid Waste Operator	0	0	0	0	0	0	2
Student Aide/Seasonal Worker	0	0	0	0	2	2	0
Total Solid Waste Division	8	9	9	9	11	11	9

SOLID WASTE FUND

Solid Waste 502-50-55-432	Actual 2011-12	Actual 2012-13	Original Budget 2013-14	Adjusted Budget 2013-14	Requested Budget 2014-15
Salaries	363,678	408,848	433,360	433,360	422,610
Overtime	47,626	37,335	31,000	31,000	30,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	500	500	500
Benefits	162,437	167,965	180,479	180,479	179,740
Subtotal Personnel Costs	\$ 573,741	\$ 614,148	\$ 645,339	\$ 645,339	\$ 632,850
Contractual Services	1,131,115	1,211,492	1,566,683	1,566,683	1,614,229
Materials and Supplies	565,815	553,340	647,580	647,580	721,745
Subtotal Operating Costs	\$ 1,696,930	\$ 1,764,833	\$ 2,214,263	\$ 2,214,263	\$ 2,335,974
Total Operating	\$ 2,270,671	\$ 2,378,981	\$ 2,859,602	\$ 2,859,602	\$ 2,968,824
Total Capital	\$ 3,199	\$ (6,542)	\$ -	\$ -	\$ -
Interfund Transfers	\$ 117,395	\$ 54,888	\$ -	\$ -	\$ 30,000
GRAND TOTAL	\$ 2,391,265	\$ 2,427,327	\$ 2,859,602	\$ 2,859,602	\$ 2,998,824

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Landfill tipping fees \$1,035,000, Curb side recycling \$131,000, Internal services \$442,709

Materials and Supplies - Vehicle maintenance \$174,157, Vehicle Replacement \$295,759, Diesel \$118,406, Rollout Containers, 3-Yard Containers \$100,000, Interfund Transfer from Solid Waste to Wastewater to fund temporary employee for Yard Waste Program \$30,000

Capital - Unless Noted, All Items Approved CIP - n/a

FUND: Water
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities
CODE: 503

ACTIVITY DESCRIPTION:

The revenues collected for the sale of water by the Water Utility include domestic use, irrigation and bulk water sales. These revenues are used to offset the operational and maintenance expenses of the Water Utility.

Plant Investment Fee revenues are collected from additional users on the system and are primarily driven by the construction of new homes and businesses.

WATER FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
503-00-00-300	2011-12	2012-13	2013-14	2013-14	2014-15
State Grants	(34,576)	14,731	-	-	-
Plant Investment Fees	168,536	176,307	125,000	125,000	125,000
Interest on Investments	41,151	20,694	19,000	19,000	15,000
Interest - DA Davidson	9,717	7,420	3,400	3,400	7,700
Unrealized Gain/Loss - Bonds	664	(10,721)	-	-	-
Rents and Royalties	20	-	-	-	-
Miscellaneous	351,137	92,832	15,000	15,000	15,000
Charges for Services	7,354,377	6,879,329	7,022,343	7,022,343	6,605,728
Interfund Operating Transfer In	3,072,629	3,440,630	-	-	-
Application of Unassigned Cash	-	-	-	257,725	-
Capital Contribution	994,643	414,966	-	-	-
GRAND TOTAL	\$ 11,958,298	\$ 11,036,188	\$ 7,184,743	\$ 7,442,468	\$ 6,768,428



ACTIVITY DESCRIPTION:

The Water Division produces and distributes potable water to the citizens and businesses of the City. Potable water is also supplied to some areas outside the City limits. All of the City's water comes from 26 wells in three groundwater aquifers. The produced water is treated and the three sources are blended prior to distribution. Water consumption varies from a winter average of about 2.7 MGD (million gallons per day) to a summer peak of 11.07 MGD. The annual average daily usage is 5.1 MGD. The potable water must meet the many requirements of the SDWA (Safe Drinking Water Act). The distribution system consists of seven pump/pressure sustaining stations, eleven reservoirs, about 300 miles of water distribution main, 2,294 fire hydrants and 6,380 valves.

MAJOR GOALS FOR FY 2014/2015:

- Rehab and replace equipment in M-7, M-4, S-25
- Replace variable frequency drive at M-8, (2) Booster Pumps at Madison Pump Station
- Exercise and evaluate 1000 distribution valves
- Acquire mobile technology for improved efficiency and accuracy of field data recording & reporting (Panasonic Tough tablets)
- Implement greater (variable frequency drive) VFD control to reduce start/stop cycling of well equipment

PERFORMANCE MEASURES: (Start of FY:)	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Water Service Connections	9,030	9,192	9,400	9,652	9,839	10,084	10,213
Miles of Water Main	257	263	273	278	284	291	302.5
Hydrants Managed	1,930	2,011	2,097	2,150	2,210	2,265	2,294 (*)
Valves Managed	5,213	5,425	5,778	5,825	6,112	6,264	6,380
Water Produced (Billion Gallons)	1.565	1.550	1.509	1.671	1.834	1.870	1,570
Ratio: Staff to Water Service Accounts	1:502	1:541	1:588	1:603	1:614	1:630	1:638

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Water Services Manager	1	1	1	1	1	1	1
Water Lead Operator	2	2	2	3	3	3	3
Water Services Locator	1	1	1	1	-	-	-
Water Systems Technician	3	2	3	1	4	3	5
Senior Water Operator	7	7	7	8	8	9	7
Summer Workers	2	-	2	2	2	-	-
Early Hire Water Systems Technician	2	-	-	-	-	-	-
Total Water Division	18	17	16	16	18	16	16

(*) Estimated

WATER FUND					
Water	Actual	Actual	Original	Adjusted	Requested
503-70-73-441	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	759,368	862,905	912,260	912,260	953,650
Overtime	48,429	50,494	55,000	55,000	55,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	36,959	37,678	39,600	39,600	41,500
Benefits	359,130	409,538	455,696	455,696	493,339
Subtotal Personnel Costs	\$ 1,203,886	\$ 1,360,616	\$ 1,462,556	\$ 1,462,556	\$ 1,543,489
Contractual Services	1,135,803	1,099,943	1,222,188	1,254,188	1,286,442
Materials and Supplies	5,925,681	6,361,736	2,909,007	2,909,007	2,702,390
Subtotal Operating Costs	\$ 7,061,484	\$ 7,461,678	\$ 4,131,195	\$ 4,163,195	\$ 3,988,832
Total Operating	\$ 8,265,370	\$ 8,822,294	\$ 5,593,751	\$ 5,625,751	\$ 5,532,321
Total Capital	\$ 26,092	\$ (10,764)	\$ 566,258	\$ 791,983	\$ 784,800
Interfund Transfers	\$ 813,196	\$ 374,378	\$ 742,434	\$ 742,434	\$ 365,679
GRAND TOTAL	\$ 9,104,658	\$ 9,185,909	\$ 6,902,443	\$ 7,160,168	\$ 6,682,800

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$1,211,502, Regulatory testing expense \$27,000

Materials and Supplies - Routine building maintenance \$45,000, Roof repair at PS #1 & #3 \$90,000, Repair/Maintenance of equipment \$198,000, Distribution system maintenance \$435,000, Replace ten hydrants \$50,000, Vehicle maintenance \$103,750, Vehicle replacement \$94,833, Utilities \$767,000, Electricity from PRECorp \$203,250, Insurance \$209,608, Gasoline \$51,872, Chlorine gas at PS#1 & Madison \$35,000, New water meters \$306,000, Interfund transfer to Madison Fund to cover expenses not covered by grant/loan \$365,679

Capital - *Unless Noted, All Items Approved CIP* - Down hole pump and motor rehab for Wells M-7, M-4, S-23 \$425,000, SCADA upgrades \$175,800, Water system control (VFD's) \$120,000, Air Compressor Trailer Mount \$19,000, Upgrade Water Unit #48 \$25,000, Upgrade Water Unit #103 \$20,000

FUND: Power
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities
CODE: 504

ACTIVITY DESCRIPTION:

The City provides for the electrical needs of all users within its corporate boundaries. The revenue collected from Residential, Commercial and Industrial customers, through the sale of electricity, pays the operating and maintenance costs to operate the system. These revenues are also used for the purchase of wholesale power required for the City.

The Power Fund also charges a Capital Contribution Fee (CCF). This fee is charged to all customers connecting to the electrical system and the fees collected will be used to offset system expansion expenditures.

Interest on investments represents the Power Fund share of pooled investment interest as well as interest on the Debt Reserve Fund associated with the WyGen III debt and the Working Capital investment at WyoStar.

POWER FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
504-00-00-300	2011-12	2012-13	2013-14	2013-14	2014-15
BAB Subsidy Revenue	1,598,339	1,517,223	1,528,811	1,528,811	1,483,259
Plant Investment Fees	109,459	103,324	86,000	86,000	100,000
Interest on Investments	59,261	30,708	22,600	22,600	9,500
Interest - DA Davidson/Wells Fargo	72,161	69,030	70,000	70,000	108,000
Unrealized Gain/Loss	6,426	(148,395)	-	-	-
Incident Reimbursement Revenue	-	14,084	-	-	-
Miscellaneous	269,035	328,496	-	-	-
Charges for Services	24,411,886	25,379,531	26,425,518	26,425,518	28,049,088
Interfund Operating Transfer In	7,896,667	759,971	-	1,000,000	-
Proceeds of L/T Debt	-	-	-	-	3,500,000
Application of Unassigned Cash	-	-	2,633,103	2,647,103	-
Capital Contribution	61,821	158,850	-	-	-
GRAND TOTAL	\$ 34,485,055	\$ 28,212,822	\$ 30,766,032	\$ 31,780,032	\$ 33,249,847



ACTIVITY DESCRIPTION:

The Electrical Services Division is responsible for the reliable, safe and cost effective operation of the City's entire electrical system. This division is responsible for the operation and maintenance of the substations and electrical systems for the Madison Water Well Field and the Donkey Creek Pump Station. Electrical Services installs cable and equipment for new commercial and residential developments and connects service to new homes. The division installs and maintains a utility operated fiber optic system. The division patrols the street lights on a monthly basis to fix the ones in need of repair. We present electrical safety training to all 3rd graders in the district. The division will continue to use the IR camera on a bi-annual basis to identify system problems and make repairs.

MAJOR GOALS FOR FY 2014/2015:

- Construct new substations at Madison & Donkey Creek for the new Madison Water Project
- Ensure a safe working environment for our employees with no LTA's
- Complete line extensions and electrical installations for new development and annexations
- Rebuild 69KV line along Warlow Drive from Gurley to the Warlow Substation
- Continue to convert lines from overhead to underground and rebuild our aging infrastructure to increase reliability

PERFORMANCE MEASURES: (Start of FY :)

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Electric Meters Served	13,403	14,133	14,322	14,648	14,889	15,001	15,200
Electrical Locates Performed Annually	5,160	4,411	4,813	5126	4600	4,200	4,500
Number of Substations Maintained	7	8	9	10	10	10	10
Available MVA	86.5	96.5	116.5	131.5	131.5	131.5	131.5
Miles of Transmission Lines Maintained	26.5	30	30	30	31.6	31.6	28.2
Miles of Distribution Lines Maintained	237	249	258	266	278	294	309
Miles of Fiber Optic Cable Maintained	19.43	21.07	24.18	28.53	31.71	34.36	35.6
Ratio: Staff to Electric Meters Served	1:894	1:942	1:955	1:977	1:936	1:947	1:950
Ratio: Staff to Miles of Lines Maintained	1:17	1:18	1:19	1:20	1:19	1:20	1:21

STAFFING:

Electrical Manager	-	-	1	1	1	1	1
Electrical Services Superintendent	1	1	1	1	1	1	1
Electrical Services Foreman	3	3	3	3	3	3	3
Journeyman Lineman	7	4	5	6	8	8	8
Apprentice Lineman	3	6	4	3	2	2	2
Meter Technician	1	1	1	1	1	1	1
Total Electrical Services Division	15	15	15	15	16	16	16

POWER FUND					
Power	Actual	Actual	Original	Adjusted	Requested
504-70-74-442	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	1,051,916	1,150,113	1,192,882	1,192,882	1,235,152
Overtime	80,449	92,090	80,000	80,000	85,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	47,124	47,598	48,500	48,500	50,000
Benefits	426,050	458,677	487,936	487,936	541,556
Subtotal Personnel Costs	\$ 1,605,539	\$ 1,748,479	\$ 1,809,318	\$ 1,809,318	\$ 1,911,708
Contractual Services	1,253,765	1,513,849	2,375,520	2,375,520	2,567,987
Materials and Supplies	28,671,261	26,351,331	23,594,194	23,594,194	22,886,109
Subtotal Operating Costs	\$ 29,925,026	\$ 27,865,180	\$ 25,969,714	\$ 25,969,714	\$ 25,454,096
Total Operating	\$ 31,530,565	\$ 29,613,659	\$ 27,779,032	\$ 27,779,032	\$ 27,365,804
Total Capital	\$ (497,218)	\$ (1,355,163)	\$ 2,987,000	\$ 4,001,000	\$ 2,987,586
Interfund Transfers	\$ 323,289	\$ 56,308	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 31,356,636	\$ 28,314,804	\$ 30,766,032	\$ 31,780,032	\$ 30,353,390

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Legal fees \$125,000, Internal services \$2,155,217, Service drops \$270,000

Materials and Supplies - Maintenance of substations \$70,000, Maintenance of distribution \$360,000, Vehicle maintenance \$112,080, Vehicle replacement \$134,690, Property tax \$535,000, Purchased power \$5,915,452, WyGen III operating costs \$5,458,705, CT II operating costs \$3,654,623, Insurance \$88,130, Gasoline \$27,246, Replace/Add Christmas decorations \$93,000, Relocate star \$18,000, General supplies \$165,000

Capital - *Unless Noted, All Items Approved CIP* - Future annexations-purchase systems from PRE Corp \$300,000, Expansion of electrical system for new developments \$1,200,000, New switch cabinets \$84,000, New distribution lines primary cable \$300,000, New 69KV lines \$54,080, Power Quality Analyzer \$7,600, FLIR Thermal Imaging Camera \$12,000, SCADA Upgrades \$24,750, Transformers in new areas \$262,500, Upgrade ES Unit #116 \$53,000, WyGen III capital projects \$674,000, CT II capital projects \$15,656

Debt Service - Capital Lease Principle \$1,510,000, Capital Lease Interest \$4,616,026 (reflected in materials and supplies line item above)

FUND: Sewer (Wastewater)
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities
CODE: 505

ACTIVITY DESCRIPTION:

The Sewer revenues are derived from the monthly charge for use of the City's sewer lines and the Wastewater Treatment Plant. The City also sells its treated effluent to Pacific Power and Light for cooling purposes in their power plant operations at the Wyodak plant.

Interest on investments represents the Sewer fund share of pooled investment interest as well as the Sewer fund investments held at D.A. Davidson.

SEWER FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
505-00-00-300	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
State Grants	416,703	833,459	-	-	-
Enterprise Charges	489,836	510,083	468,000	468,000	600,000
Plant Investment Fees	239,180	218,949	180,000	180,000	140,000
Secondary PIFs	2,272	5,404	-	-	-
Interest on Investments	14,839	4,329	3,500	3,500	2,500
Interest - DA Davidson	32,389	24,734	10,000	10,000	23,000
Unrealized Gain/Loss - Bonds	2,091	(35,734)	-	-	-
Miscellaneous	34,984	38,276	-	-	-
Charges for Services	2,751,801	2,949,436	3,217,970	3,217,970	3,540,941
Interfund Operating Transfer In	1,303,608	526,635	-	-	30,000
Application of Unassigned Cash	-	-	701,113	919,320	498,519
Capital Contribution	746,825	289,107	-	-	-
GRAND TOTAL	\$ 6,034,528	\$ 5,364,678	\$ 4,580,583	\$ 4,798,790	\$ 4,834,960

FUND: Sewer (Wastewater)
UNIT: Sewer (Wastewater)



City of Gillette, Wyoming

DEPT: Utilities
CODE: 7075

ACTIVITY DESCRIPTION:

The Wastewater Division collects and treats all domestic and industrial wastewater produced by the citizens and businesses of the City. In addition, wastewater collection and treatment is provided for some residents and businesses outside the City limits. The collection system consists of 200 miles of sanitary sewer line and 10 sewage lift stations. The Wastewater Treatment Facility (WWTF) processes an average of 3.03 MGD (million gallons per day) of sewage. The WWTF is a conventional activated sludge process with anaerobic digestion. In 2013, we produced and sold 2,318.75 yards of Class A Stonepile Select Compost and 849.5 yards of residential yard waste compost. The WWTF, biosolids processing and reuse are governed by NPDES permits. The Wastewater Division has worked 13 consecutive years with no lost time accidents.

MAJOR GOALS FOR FY 2014-2015:

- Removal of Primary clarifier domes
- Inspect industrial dischargers and grease interceptors and implement pretreatment standards where warranted
- Develop procedures to implement the yard waste facility

PERFORMANCE MEASURES: (Starting FY:)	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Sewer Line Mileage Inspected	20.4	10.0	11.4	13.9	10.4	10.1	10
Sewer Line Mileage Cleaned	32.2	50.0	70.4	53.5	70.4	61.8	60
Compost Sold (Yards)	1,223	1,445	1,463	2,367	2046	2318.8	2500
Yard Waste Compost sold (Yards)	-	-	-	-	660	849.5	1000
Influent Processed (MGD)	3.14	3.30	3.38	3.34	3.09	3.2	3.1
Additional Sewerline Installed (Miles)	14.78	3.31	7.10	1.88	2.72	2.0	2.0
Ratio: Sewer lines Cleaned to Total Miles	1:2.7	1:4.5	1:6.4	1:5.4	1:6.1	1:3.3	1:3.5

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Wastewater Services Manager	1	1	1	1	1	1	1
Wastewater Foreman	1	1	0	0	0	0	0
Lead Collections Operator	0	0	0	0	1	1	1
Lead Maintenance Operator	0	0	0	0	1	1	1
Senior Operator	7	8	8	9	7	7	7
Operator	3	2	2	1	1	1	3
Seasonal Worker	0	0	0	0	1	1	1
Electronic Equipment Specialist	0	0	0	0	0	0	0
Total Wastewater Division	12	12	11	11	12	12	14

SEWER FUND					
Sewer	Actual	Actual	Original	Adjusted	Requested
505-70-75-443	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Salaries	646,371	682,432	712,400	712,400	822,431
Overtime	22,961	22,957	29,300	29,300	30,300
Merit Pay Plan	-	-	-	-	-
On-Call Pay	19,123	19,944	22,000	22,000	22,000
Benefits	250,605	256,576	276,646	276,646	377,546
Subtotal Personnel Costs	\$ 939,060	\$ 981,909	\$ 1,040,346	\$ 1,040,346	\$ 1,252,277
Contractual Services	933,021	1,197,634	1,025,957	1,025,957	1,071,191
Materials and Supplies	3,939,137	3,896,235	2,167,032	2,252,032	2,293,144
Subtotal Operating Costs	\$ 4,872,158	\$ 5,093,869	\$ 3,192,989	\$ 3,277,989	\$ 3,364,335
Total Operating	\$ 5,811,218	\$ 6,075,778	\$ 4,233,335	\$ 4,318,335	\$ 4,616,612
Total Capital	\$ (602,426)	\$ (604,393)	\$ 347,248	\$ 480,455	\$ 218,348
Interfund Transfers	\$ 2,480,670	\$ 1,676,363	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 7,689,462	\$ 7,147,747	\$ 4,580,583	\$ 4,798,790	\$ 4,834,960

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Engineering services \$75,000, Johnson Controls HVAC Contract \$25,000, Internal services \$901,791, Technical Services \$38,000

Materials and Supplies - Repair & Maintenance of buildings \$91,800, Maintenance of equipment \$133,000, Maintenance of sewers \$62,000, Manhole rehabilitation \$40,000, Vehicle maintenance \$96,455, Vehicle replacement \$102,582, Rentals of equipment \$44,000, Utilities \$339,000, Natural gas \$55,000, Insurance \$109,649, Diesel \$29,108, Chemicals \$78,000

Capital - Unless Noted, All Items Approved CIP - Vapor rooting system \$40,000, SCADA improvements \$178,348

Debt Service - SRF loan for Northland \$1,004,877 (reflected in materials and supplies line item above)



City of Gillette, Wyoming

DEPT: Administrative Services
CODE: 604

FUND: Vehicle Maintenance
UNIT: Revenue

ACTIVITY DESCRIPTION:

The Vehicle Maintenance Fund is an internal service fund consisting of Vehicle Maintenance and Vehicle Replacement whose purpose is to provide goods and services to other City departments and divisions.

Revenue in this fund is recorded as a transfer in from the departments and divisions who use Vehicle Maintenance's services. The services are charged back to the divisions on a cost-reimbursement basis for gas and diesel usage and for maintenance services.

In addition, the City has established a vehicle replacement plan whereby each department is expected to pay for the replacement of the vehicles within its operation. This replacement cost is allocated over the expected useful life of the vehicle and is transferred as revenue to the Vehicle Maintenance Fund as Vehicle Replacement Allowance. The interest earned on these funds is also deposited in the Vehicle Replacement Fund.

VEHICLE MAINT. FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
604-00-00-300	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Interest on Investments	19,652	8,827	7,000	7,000	7,000
Miscellaneous	-	-	-	-	-
Interfund Operating Transfer In	407,242	563,899	-	-	2,151,948
Transfer from City Depts	1,690,990	1,781,491	1,828,140	1,828,140	1,500,114
Veh Replacement Allowance	981,540	944,100	1,228,129	1,228,129	-
Proceeds from Asset Disposal	-	-	-	-	-
Capital Contribution	22,000	-	-	-	-
Application of Unassigned Cash	-	-	503,780	697,880	280,558
GRAND TOTAL	\$ 3,121,424	\$ 3,298,317	\$ 3,567,049	\$ 3,761,149	\$ 3,939,620



FUND: Vehicle Maintenance
UNIT: Vehicle Maintenance

ACTIVITY DESCRIPTION:

This division provides preventive maintenance, general maintenance, repairs and daily operational requirements for the City's fleet. Vehicle Maintenance provides a continuous fuel supply, parts inventory system, and a fleet data collection system. This system provides data for fleet analysis to reduce overall maintenance costs, operating costs, and equipment down time. In addition, this system increases productivity, utilization and overall safety of the City's fleet. The fleet increased by one vehicle and sixteen pieces of equipment to include 256 vehicles and 302 pieces of other equipment representing a total of \$13,829,941 million in assets. In 2013, the fleet was driven 1,647,967 miles and operated 171,113 hours for an average operating cost of \$1.09 per mile and \$8.87 per engine hour.

MAJOR GOALS FOR FY 2014/2015:

- Review and improve business processes to enhance customer service
- To ensure efficiency and reliability of vehicle and equipment maintenance at the most cost effective rate to City staff and the community.
- Improve proactive preventive maintenance program to reduce unscheduled repairs, costly repairs, and downtime by efficiently using new Tyler Software.
- Maintain a vehicle and equipment replacement program that will make the most economical use of budget funds.
- Work with departments to reduce the number of underutilized vehicles and maximize equipment and vehicle usage.

PERFORMANCE MEASURES:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
# of Population Served	31,745	33,159	29,750	30,340	30,490	30,646	32,000
Staff: Population Ratio	1:5,291	1:5,527	1:4,958	1:4,334	1:4,356	1:4,378	1:4,571
# of City Employees (RFTE)	272.5	281.5	282.5	283.5	294.25	292	303.25
Staff: Employee Ratio	1:45	1:47	1:47	1:41	1:42	1:42	1:43
# of City Vehicles	190	198	207	238	253	255	256
# of Pieces of Equipment	220	218	226	241	245	286	302
# of Miles Driven	1,202,875	1,154,368	1,138,042	1,466,541	1,382,863	1,456,782	1,647,967
# of Hours Operated	103,010	111,110	125,971	163,574	150,128	162,952	171,113
Technicians: Vehicle Ratios	1:38	1:40	1:41	1:40	1:42	1:43	1:43
Technicians: Equipment Ratios	1:44	1:44	1:45	1:40	1:41	1:41	1:50
# of Vehicle Repair Work Orders	4,103	3,956	3,454	3,689	3,543	3,687	3,725

STAFFING:

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Fleet Manager	1	1	1	1	1	1	1
Lead Master Fleet Technician	1	1	1	1	1	1	1
Master Fleet Technician	3	3	3	4	4	4	4
Fleet Service Technician	1	1	1	1	1	1	1
Total Vehicle Maintenance	6	6	6	7	7	7	7

VEHICLE MAINT. FUND

Vehicle Maintenance 604-30-36-419	Actual 2011-12	Actual 2012-13	Original Budget 2013-14	Adjusted Budget 2013-14	Requested Budget 2014-15
Salaries	397,013	427,314	457,692	457,692	468,227
Overtime	7,130	14,950	13,925	13,925	14,971
Merit Pay Plan	-	-	-	-	-
On-Call Pay	18,738	20,633	20,469	20,469	23,826
Benefits	156,656	173,198	194,112	194,112	208,511
Subtotal Personnel Costs	\$ 579,537	\$ 636,095	\$ 686,198	\$ 686,198	\$ 715,535
Contractual Services	77,546	170,024	223,761	223,761	278,132
Materials and Supplies	1,169,367	1,160,557	1,259,040	1,259,040	1,326,653
Subtotal Operating Costs	\$ 1,246,913	\$ 1,330,581	\$ 1,482,801	\$ 1,482,801	\$ 1,604,785
Total Operating	\$ 1,826,450	\$ 1,966,675	\$ 2,168,999	\$ 2,168,999	\$ 2,320,320
Total Capital	\$ 34	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,826,484	\$ 1,966,675	\$ 2,168,999	\$ 2,168,999	\$ 2,320,320

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal Services \$275,672

Materials and Supplies - Vehicle maintenance \$63,000, Vehicle replacement \$40,559, Oils & lubricants \$40,388, Gasoline \$434,247, Diesel \$344,967, Materials & parts for vehicle repairs \$352,274

Capital - *Unless Noted, All Items Approved CIP* - n/a

FUND: Vehicle Maintenance
UNIT: Vehicle Replacement



City of Gillette, Wyoming

DEPT: Administrative Services
CODE: 3037

ACTIVITY DESCRIPTION:

The purpose of this account is to provide funding for the replacement of City vehicles and equipment based on an established Vehicle and Equipment Replacement plan. The plan establishes a systematic replacement cycle, stating specific criteria for different categories of vehicles and equipment to determine depreciation amounts and replacement projections.

The Fleet Manager must effectively purchase and equip vehicles and equipment to ensure a maximum return on investment. In addition, the Fleet Manager regularly evaluates the plan to keep up with current industry benchmarks.

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Balance in the Plan as of June 30	\$4,344,026	\$4,600,759	\$4,288,066	\$4,903,598	\$4,394,135	\$3,890,355	\$3,624,901

VEHICLE MAINT. FUND			Original	Adjusted	Requested
Vehicle Replacement	Actual	Actual	Budget	Budget	Budget
604-30-37-419	2011-12	2012-13	2013-14	2013-14	2014-15
Light Equipment Under \$5k	11,143	-	24,000	24,000	26,500
Rep. Mach & Equip > \$5k	-	-	-	-	56,200
Rep. Veh. > \$10k	611,359	635,917	1,374,050	1,568,150	1,536,600
GRAND TOTAL	\$ 622,502	\$ 635,917	\$ 1,398,050	\$ 1,592,150	\$ 1,619,300

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - Replace Light Equipment (as per schedule) \$26,500

Capital - *Unless Noted, All Items Approved CIP* - Two Snow Plows @ \$17,100 each, Air Compressor \$22,000, Cargo Van \$46,500, Impala Sedan \$42,500, Two Impala Sedans @ \$20,000 each, 1/2 Ton Pickup \$33,500, Impala Sedan \$39,900, Blazer \$28,500, Suburban \$38,500, Two 3/4 Ton Pickups @ \$41,100 each, 1/2 Ton Pickup \$33,500, John Deere 1435 Mower \$45,500, Two One Ton Dump Trucks @ \$51,500 each, Two John Deere 1435 Mowers @ \$15,000 each, John Deere 6x4 Gator \$15,000, One Ton Truck w/UT Bed \$59,000, Automated Compactor \$238,500, Front End Loader \$168,500, Two 3/4 Ton Pickups @ \$33,500 each, One Ton Dump Truck \$53,500, Suburban \$48,500, Two John Deere 4x2 Gators @ \$13,500 each, Cargo Van \$55,000, 420 Backhoe \$95,500, 3/4 Ton Pickup \$60,000, Service Truck \$85,500

FUND: Health Benefit Plan
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Administration
CODE: 701

ACTIVITY DESCRIPTION:

The general fund, internal service funds, and enterprise funds provide funding for the health benefit plan based upon an assessment from the Medical Task Force. The Medical Task Force evaluates all of the historical costs and future projections to determine the necessary premiums to be assessed for adequate funding of a Health Care Plan. The health benefit plan is funded on a monthly basis based upon the premiums assessed for Employee +2 or more, Employee +1 and Single Employee coverage, and City Council contributions, when necessary. Each fund is assessed a fee based upon the elections made by the employees of the corresponding fund.

Interest on investments represents the Health Benefit Plan Fund share of pooled investments along with interest attained on the portion of funds held in the Wyostar account.

INSURANCE FUND				Original	Adjusted	Requested
Health Benefit Plan Revenue	Actual	Actual	Budget	Budget	Budget	
701-00-00-300	2011-12	2012-13	2013-14	2013-14	2014-15	
Interest Earnings	480	214	300	300	300	
Interest on Investments	10,383	3,563	3,500	3,500	2,100	
Unrealized Gain/Loss	(4,924)	(3,325)	-	-	-	
Health Plan Premiums & Cont.	2,985,694	3,262,428	3,534,000	3,534,000	4,250,000	
Health Plan Retiree Premiums	180,461	253,741	171,000	171,000	220,000	
Interfund Operating Transfer In	-	-	-	-	413,555	
Application of Unassigned Cash	-	-	355,338	355,338	-	
GRAND TOTAL	\$ 3,172,094	\$ 3,516,622	\$ 4,064,138	\$ 4,064,138	\$ 4,885,955	

FUND: Health Benefit Plan
UNIT: Health Benefit Plan



City of Gillette, Wyoming

DEPT: Administration
CODE: 2022

ACTIVITY DESCRIPTION:

The Health Benefit Plan Fund is utilized for processing all costs associated with the administration of a City Health Care plan. These costs include all of the administrative fees and actual health care costs from the elected providers of our benefit plans. Medical health care including physicals, dental care, prescription medications, short term disability, and all associated fees are paid through the health benefit plan fund on the City employees who have elected coverage.

INSURANCE FUND			Original	Adjusted	Requested
Health Benefit Plan	Actual	Actual	Budget	Budget	Budget
701-20-22-419	2011-12	2012-13	2013-14	2013-14	2014-15
Administrative Fees	243,485	158,611	196,441	196,441	215,000
Medical Claims	2,867,301	2,932,175	2,930,741	2,930,741	3,450,000
Prescription Claims	631,865	700,400	705,319	705,319	705,000
Dental Claims	200,263	227,248	216,637	216,637	230,000
ST Disability Claims	2,580	5,079	15,000	15,000	15,000
GRAND TOTAL	\$ 3,945,494	\$ 4,023,513	\$ 4,064,138	\$ 4,064,138	\$ 4,615,000

FUND: Property and Liability Insurance
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Administrative Services
CODE: 702

ACTIVITY DESCRIPTION:

Revenues are derived from a charge to the General Fund and Enterprise Funds. Charges for the Property and Liability insurance premiums, as well as the claims settlement, are allocated to the General Fund and Enterprise Funds based on the percentage of total insured assets belonging to each Fund.

Interest on Investments represents the Insurance Fund share of pooled investment interest.

INSURANCE FUND					
Prop/Liab Ins Revenue	Actual	Actual	Original	Adjusted	Requested
702-00-00-300	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Interest on Investments	3,194	1,996	1,350	1,350	1,000
Incident Reimbursement Revenue	71,837	84,061	35,000	35,000	50,000
Interfund Operating Transfer In	110,705	67,943	-	-	-
Transfer from City Depts	382,970	555,238	716,399	716,399	733,718
Application of Unassigned Cash	-	-	-	500,000	-
GRAND TOTAL	\$ 568,706	\$ 709,238	\$ 752,749	\$ 1,252,749	\$ 784,718



ACTIVITY DESCRIPTION:

The City maintains their Property and Liability coverage through Wyoming Association of Risk Management or WARM. WARM provides general liability, property, automobile, crime, cyber, boiler and machinery coverage, as well as a menu of specialty programs to its members. The Liability Pool was formed as a joint powers board in 1986, by the City of Cheyenne, Laramie, Laramie County, and Natrona County. The City of Casper joined the pool in 1998, and the City of Gillette joined in 2006. Each of these six members has a seat on the Board.

The Property Pool was formed in 1995, as a joint powers board. Their membership has grown from six initial members to forty-three, and is governed by a nine member board. The Property Pool provides coverage for over \$2.8 billion of local Wyoming government-owned assets. The City of Gillette's property coverage for FY15 is for \$192,592,222, in assets.

Membership in these Pools offers numerous benefits to its members and in particular, the City of Gillette. The premiums are generally lower than would be available through the typical insurance markets. In addition, they provide broader coverage in many instances, as well as additional benefits, such as member training including online training, loss control services, and funding for Special Projects. For example, the WARM staff recently researched the possibility of purchasing Use-of Force-Simulators for its members. After significant research, and managing the process, each member entity was provided \$20,000 by WARM to assist with the purchase of a Simulator for their own use. Each year WARM also provides each of its Liability members \$10,000 rebate on Risk Management and/or Safety Training. It also funds training for the members of the Liability Pool Board members.

The Administrative Services Director serves as the official and thus the voting representative for the City of Gillette on both the Property and Liability Pools. The Administrative Services Director, Pam Boger, also serves as the current chairperson of the Liability Pool.

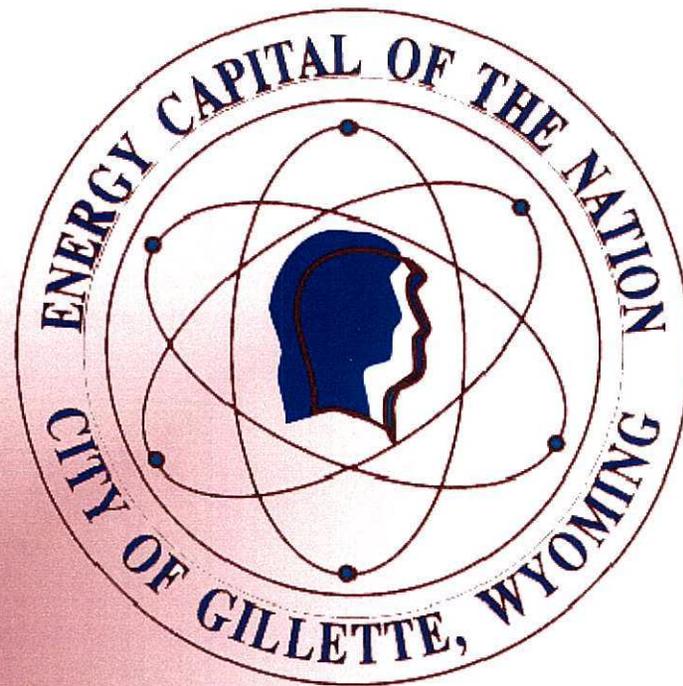
MAJOR GOALS FOR FY 2014/2015

- Ensure adherence to the Risk Management Guidelines in order to receive premium discounts
 - Level 1: No penalty
 - Level 2: 5% Discount premium
 - Level 3: 10% Discount premium
- Maintain a low claim rate

INSURANCE FUND					
Property & Liability Insurance	Actual	Actual	Original	Adjusted	Requested
702-30-38-419	2011-12	2012-13	Budget	Budget	Budget
			2013-14	2013-14	2014-15
Prop & Liab Insurance	371,900	521,734	616,399	616,399	612,018
Claims	157,821	122,830	100,000	600,000	125,000
GRAND TOTAL	\$ 529,721	\$ 644,564	\$ 716,399	\$ 1,216,399	\$ 737,018

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Adopted Capital Improvement Plan



**City of Gillette
FISCAL YEAR 2014-2015**

City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019

Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total
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DEPT: ADMINISTRATION

DIV: Mayor & Council

Capital Requests (items \$5000 or over)

Artwork	47710	5,000	5,000	5,000	5,000	5,000	25,000
Mayor & Council - Total		5,000	5,000	5,000	5,000	5,000	25,000

DIV: Public Access

Capital Requests (items \$5000 or over)

Upgrade Master Control in Control Room 1	47510	26,112					26,112
Control Room 1 Engineering Project	47510		25,000				25,000
Video Camera Replacement	47510			36,000			36,000
Editshare Video Server Replacement	47510				75,000		75,000
Control Room 1 Upgrade	47510					175,000	175,000
Public Access - Total		26,112	25,000	36,000	75,000	175,000	337,112

DIV: Special Projects

Capital Requests (items \$5000 or over)

City Hall Remodel - Phase III - Includes 1st Floor, Council Chambers, Customer Service	47210	2,573,879					2,573,879
City West Design	47210	262,121					262,121
City Hall HVAC Project Phase II	47210	164,000			275,000		439,000
City West Construction	47210		4,673,665				4,673,665
Special Projects - Total		3,000,000	4,673,665	0	275,000	0	7,948,665

ADMINISTRATION TOTAL		3,031,112	4,703,665	41,000	355,000	180,000	8,310,777
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019							
Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total

DEPT: ADMINISTRATIVE SERVICES

DIV: City Clerk

Capital Requests (items \$5000 or over)

Color Copier	47510	25,000					25,000
City Clerk - Total		25,000	0	0	0	0	25,000

DIV: Maintenance of Building - CH

Capital Requests (items \$5000 or over)

Fire Alarm System for Animal Control	47210	19,830					19,830
Paint Old Warehouse & PT Buildings	47210	33,700					33,700
Floor Machine Replacement - City Hall	47510		6,500	6,500			13,000
City Hall Duct Cleaning	47510			100,000			100,000
Maint. of Bldg. CH - Total		53,530	6,500	106,500	0	0	166,530

DIV: Information Technology Services

Capital Requests (items \$5000 or over)

Upgrade Microsoft Servers to 2012	47510	40,000	75,000	20,000	40,000	40,000	215,000
Replacement Servers	47510	12,000		40,000	16,000	37,000	105,000
Storage Area Network Upgrade/Blades/Additions	47510	250,000	120,000	120,000	90,000	50,000	630,000
Switch Upgrades & Replacements	47510	104,300	76,600	80,000	27,000		287,900
Security System / Card Readers	47510	24,000	24,000	24,000	35,000		107,000
Replacement Backup Tape Drive	47510				74,000		74,000
Information Technology Svcs. - Total		430,300	295,600	284,000	282,000	127,000	1,418,900

City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019

Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total
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DIV: Maintenance of Building - CW

Capital Requests (items \$5000 or over)

Garage Doors for Wash Bay	47210	131,500					131,500
Paint City West	47210		65,000				65,000
Floor Machine Replacement - City West	47510				6,500		6,500
City West Duct Cleaning	47510				65,000		65,000
Maint. of Bldg. CW - Total		131,500	65,000	0	71,500	0	268,000

DIV: Vehicle Maint. / Fleet Rentals

Capital Requests (items \$5000 or over)

Fuel Island Remodel	47510		145,000				145,000
Fleet Rental - Total		0	145,000	0	0	0	145,000

ADMINISTRATIVE SERVICES TOTAL		640,330	512,100	390,500	353,500	127,000	2,023,430
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019

Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total
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DEPT: POLICE

DIV: Police

Capital Requests (items \$5000 or over)

Vehicle for Additional Detective	47610	29,500					29,500
Police - Total		29,500	0	0	0	0	29,500

POLICE TOTAL		29,500	0	0	0	0	29,500
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DEPT: PUBLIC WORKS

DIV: Parks & Landscaping

Capital Requests (items \$5000 or over)

New Toro Sandpro w/ Infield Groomer for GSBC	47610	18,000					18,000
New 6x4 Gator Utility Vehicle for GSBC	47610	12,000					12,000
Parks & Landscaping - Total		30,000	0	0	0	0	30,000

DIV: Swimming Pool

Capital Requests (items \$5000 or over)

Boiler Replacement	47510	20,000					20,000
Kiddie Slide	47510	15,000					15,000
Swimming Pool - Total		35,000	0	0	0	0	35,000

PUBLIC WORKS TOTAL		65,000	0	0	0	0	65,000
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019							
Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total

DEPT: DEVELOPMENT SERVICES

DIV: Traffic Safety

Capital Requests (items \$5000 or over)

Roll-Feed Cutting Plotter	47510	7,000					7,000
Pavement Marking Retroreflector	47510		45,000				45,000
Traffic Safety - Total		7,000	45,000	0	0	0	52,000

ENGINEERING TOTAL		7,000	45,000	0	0	0	52,000
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GENERAL FUND TOTAL		3,772,942	5,260,765	431,500	708,500	307,000	10,480,707
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019

Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total
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DEPT: UTILITIES

DIV: Electrical Engineering

Capital Requests (items \$5000 or over)

Fiber Improvements	47430	336,365	178,000	155,500	164,820	151,780	986,465
Office Furniture	47510	54,218					54,218
Electrical Engineering - Total		390,583	178,000	155,500	164,820	151,780	1,040,683

DIV: Madison Project

Capital Requests (items \$5000 or over)

Gillette Madison Pipeline Project	47411	44,776,119	38,495,522				83,271,641
Gillette Regional Water - District Extensions	47414	350,000	13,700,000	11,800,000	12,150,000	12,750,000	50,750,000
Madison Project - Total		45,126,119	52,195,522	11,800,000	12,150,000	12,750,000	134,021,641

DIV: Water Fund

Capital Requests (items \$5000 or over)

Well Rehabilitations (Down hole pump & motor)	47412	425,000	425,000	425,000	425,000	425,000	2,125,000
Water System Control - VFDs	47510	120,000	120,000	120,000	120,000	120,000	600,000
SCADA Upgrades - Water	47520	175,800	104,900	56,600	37,143	14,400	388,843
Upgrade Water Unit #48 (Van to F-550)	47610	25,000					25,000
Upgrade Water Unit #103 (3/4-Ton to F-550 with Crane & Service Body)	47610	20,000					20,000
Air Compressor - Trailer Mount	47510	19,000					19,000
ChoiceConnent - Fixed Meter Upgrade	47510				200,000	200,000	400,000
Water Fund - Total		784,800	649,900	601,600	782,143	759,400	3,577,843

City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019

Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total
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DIV: Power Fund

Capital Requests (items \$5000 or over)

WYGen III Capital Projects	47810	674,000	408,669	135,510	1,021,276	0	2,239,455
CT II Capital Projects	47815	15,656	663,761	15,721	16,064	50,000	761,202
New Distribution Lines	47430	1,284,000	1,284,000	1,284,000	1,284,000	1,284,000	6,420,000
New Distribution Lines Primary Cable	47430	300,000	315,000	315,000	315,000	315,000	1,560,000
Transformers in New Areas	47530	262,500	275,000	275,000	275,000	275,000	1,362,500
Land, Easements, ROWs	47110	300,000	500,000	500,000	500,000	500,000	2,300,000
Upgrade ES Unit #116 (1-Ton to F-550 with Bucket Truck)	47610	53,000					53,000
Power Quality Analyzer	47510	7,600					7,600
New 69KV Lines	47430	54,080					54,080
SCADA Upgrades - Electrical Services	47520	24,750	24,750	24,750			74,250
FLIR Thermal Imaging Camera	47510	12,000					12,000
Cable Locator	47510		8,500				8,500
Fault Wizard	47510		9,500				9,500
Crestview Annexation	47110			2,500,000			2,500,000
Antelope Valley Annexation	47110				5,250,000	5,250,000	10,500,000
Advanced Metering Infrastructure (AMI) Program	47510				200,000	200,000	400,000
Power Fund - Total		2,987,586	3,489,180	5,049,981	8,861,340	7,874,000	28,262,087

City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019							
Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total

DIV: Sewer Fund

Capital Requests (items \$5000 or over)

Vapor Rooting System	47510	40,000					40,000
SCADA Upgrades - Wastewater	47520	178,348			8,000		186,348
Manhole Grinder - Fox Park	47510		60,000				60,000
TV Inspection Unit	47510		290,000				290,000
Vactor Replacement	47610			300,000			300,000
Manhole Grinder - Complex	47510			60,000			60,000
Concrete Pad	47510			500,000			500,000
Modification of Headworks	47510					500,000	500,000
Sewer Fund - Total		218,348	350,000	860,000	8,000	500,000	1,936,348

UTILITIES TOTAL		49,507,436	56,862,602	18,467,081	21,966,303	22,035,180	168,838,602
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UTILITIES TOTAL LESS MADISON		4,381,317	4,667,080	6,667,081	9,816,303	9,285,180	34,816,961
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Capital Requests Total w/ Madison		53,280,378	62,123,367	18,898,581	22,674,803	22,342,180	179,319,309
Capital Requests Total w/o Madison		8,154,259	9,927,845	7,098,581	10,524,803	9,592,180	45,297,668

City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019							
Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total

1% Projects							
Pavement Management System							
Pavement Management System	44331						
Alley PMS	44331	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	18,000,000
Pavement Rehabilitation - Large Patches	44331	275,000	275,000	275,000	275,000	275,000	1,375,000
Parking Lots Rehabilitation	44331	150,000	150,000	150,000	150,000	150,000	750,000
	44331	362,000		350,000		350,000	1,062,000
Pavement Management System - Total	44331	4,387,000	4,025,000	4,375,000	4,025,000	4,375,000	21,187,000
Sidewalk Repairs							
Sidewalk Repairs - Annual Program	44332						
Pathway Repairs - Annual Program	44332	220,000	100,000	100,000	100,000	100,000	620,000
	44332	125,000	125,000	125,000	125,000	125,000	625,000
Sidewalk Repairs - Total	44332	345,000	225,000	225,000	225,000	225,000	1,245,000
Land/Easements/ROWS							
Term Service Surveying Contract	47110						
SWMP - Land Acquisitions for Regional Detention	47110	10,000	10,000	10,000	10,000	10,000	50,000
Western Drive Corridor - ROW Acquisitions	47110	250,000	250,000	250,000	250,000	250,000	1,250,000
	47110		150,000	150,000	150,000	150,000	600,000
Land/Easements/ROWS - Total	47110	260,000	410,000	410,000	410,000	410,000	1,900,000
Buildings - Total							
	47210						0
Beautification Programs							
Beautification Projects along Major Streets	47301						
Spring Cleanup	47301	200,000	100,000	400,000	500,000	400,000	1,600,000
	47301	200,000	200,000	200,000	200,000	200,000	1,000,000
Beautification Programs - Total	47301	400,000	300,000	600,000	700,000	600,000	2,600,000
Park Development							
Outdoor Pool System Expansion	47310						
	47310	350,401					350,401
Park Development - Total	47310	350,401	0	0	0	0	350,401
Park Improvement							
Irrigation Improvements	47311						
Park Improvements	47311	400,000	400,000	400,000	400,000	400,000	2,000,000
	47311	345,000	345,000	295,000	395,000	545,000	1,925,000
Parks Improvements - Total	47311	745,000	745,000	695,000	795,000	945,000	3,925,000

City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019

Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total
Street Enhancements							
3rd Street Plaza	47401						
Westover Rd Improvements - Skyline to Burma	47401	1,100,000					1,100,000
6th Street Reconstruction - 4J to Gillette Ave.	47401	2,100,000					2,100,000
Boxelder Road Improvements - 4J to Hwy 59	47401		120,000				120,000
Lakeway Rd. Intersection Improve @ Hwy 59	47401		700,000	4,520,000			5,220,000
Foothills Boulevard Curves/Drainage	47401			151,000	445,000		596,000
Axel's Avenue Reconstruct - South of Hwy 51	47401			225,000	1,600,000		1,825,000
Street Enhancements - Total	47401	3,200,000	820,000	4,896,000	2,045,000	2,875,000	13,836,000
Streets & Major Road Extensions							
Transportation Studies & Master Plan Update	47402	10,000	140,000	10,000	10,000	10,000	180,000
Boxelder Rd Ext - Skyline to Overdale	47402	60,000	2,383,500				2,443,500
Boxelder Rd Ext - Phase 3 - Burma to Skyline	47402	70,000	3,730,000				3,800,000
Madison St & KG Drive Extensions	47402		223,000	1,078,000			1,301,000
Axel's Ave Ext - Boxelder to Garner Lake Rd	47402				4,800,000		4,800,000
Grade Separated Railroad Crossing	47402					300,000	300,000
Streets & Major Road Extensions - Total	47402	140,000	6,476,500	1,088,000	4,810,000	310,000	12,824,500
Traffic Signals							
Quiet Zones - Potter Avenue Crossing	47403	400,000					400,000
Traffic Signal Installations	47403		300,000		300,000		600,000
Pedestrian Crossing Enhancements	47403		80,000		80,000		160,000
Traffic Signals - Total	47403	400,000	380,000	0	380,000	0	1,160,000
Bridges							
Gurley Overpass Repairs	47404	90,000					90,000
Bridges - Total	47404	90,000	0	0	0	0	90,000

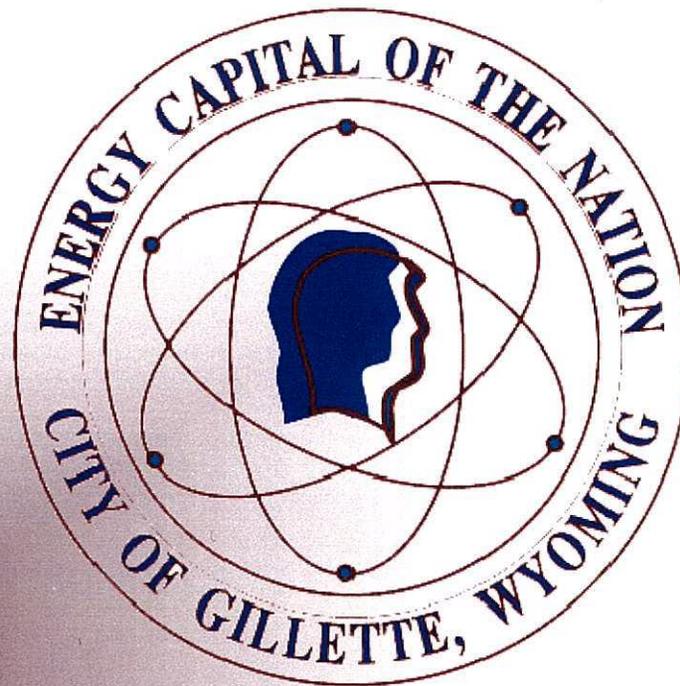
City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019

Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total
Drainage Projects	47405						
General Drainage Improve - Annual Program	47405	200,000	200,000	200,000	200,000	200,000	1,000,000
Fishing Lake Imp - Bank Stabilize & Dredging	47405		2,840,000				2,840,000
Westover Park Detention Pond	47405		1,280,000				1,280,000
Regional Detention Ponds	47405		300,000	3,700,000	300,000	6,500,000	10,800,000
Drainage Projects - Total	47405	200,000	4,620,000	3,900,000	500,000	6,700,000	15,920,000
Bike and Walking Pathways	47406						
Sidewalks - New - Annual Program	47406	75,000	75,000	75,000	75,000	75,000	375,000
Pathways - New Installations	47406		338,000	404,000	178,000	423,000	1,343,000
Bike and Walking Pathways - Total	47406	75,000	413,000	479,000	253,000	498,000	1,718,000
Water Mains	47410						
Water Main Replacement	47410	3,700,000	1,700,000	2,400,000	3,000,000	1,700,000	12,500,000
Water Mains - Total	47410	3,700,000	1,700,000	2,400,000	3,000,000	1,700,000	12,500,000
Water Transmission Lines	47411						
Madison Rehab - Ph III Deep Ground Anodes	47411	80,000					80,000
Zone 2 Storage & Water Transmission Improve.	47411			12,300,000			12,300,000
Water Transmission Lines Total	47411	80,000	0	12,300,000	0	0	12,380,000
Wells/Production/Collection	47412						
Pump Station #1 Disinfection Replacement	47412				2,300,000		2,300,000
Wells/Production/Collection - Total	47412	0	0	0	2,300,000	0	2,300,000

City of Gillette -- Proposed Capital Improvement and 1% Plan 2015-2019							
Description	Account	Fiscal Year 14-15	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Total
Water Storage/Reservoirs	47413						
Water Tank Rehab (Z1-R4 Southern Dr Tank)	47413	800,000					800,000
Concrete Apron Repair Z1-R4 Tank	47413		300,000				300,000
Water Tank Rehab (Z1-R2 Dump Hill Tank)	47413				900,000		900,000
Water Tank Rehab (Z1-R3 7MG Terminal Res)	47413					1,300,000	1,300,000
Water Storage/Reservoirs - Total	47413	800,000	300,000	0	900,000	1,300,000	3,300,000
Sanitary Sewer Mains	47420						
Sanitary Sewer Main Replacement	47420	5,500,000	1,600,000	3,600,000	1,600,000	1,200,000	13,500,000
WWTF Drainage Replacement Project	47420	500,000					500,000
WWTF Aeration Basin & Final Clarifier Painting	47420	400,000					400,000
Sanitary Sewer Mains - Total	47420	6,400,000	1,600,000	3,600,000	1,600,000	1,200,000	14,400,000
Rail Spur Modification - Total	47450						0
Community Contributions	49004						
Youth, Senior & Community Contributions	49004	1,046,613	1,100,000	1,100,000	1,100,000	1,100,000	5,446,613
College Operational Funding	49004	335,000	335,000	335,000	335,000	335,000	1,675,000
Boys & Girls Club Building Maintenance	49004	50,000	50,000	50,000	50,000	50,000	250,000
Donkey Creek Festival Funding/1% Education	49010	47,500	47,500	47,500	47,500	47,500	237,500
Community Contributions - Total	49004	1,479,113	1,532,500	1,532,500	1,532,500	1,532,500	7,609,113
Contingency - Total	49204	0	0	0	0	0	0
1% Projects - Total		23,051,514	23,547,000	36,500,500	23,475,500	22,670,500	129,245,014

Total 1% Budgeted Revenue 23,051,514
Surplus/(Deficit) 0

Adopted Funding Requests



**City of Gillette
FISCAL YEAR 2014-2015**

City of Gillette
Summarized Funding Requests for Fiscal 2014-15
Outside Agencies, Social Services Agencies, Other Agencies & Contracts for Services

	2011-12 City FUNDING	2012-13 City FUNDING	2013-14 City FUNDING	2014-15 City FUNDING REQUEST	2014-15 City APPROVED FUNDING
OUTSIDE AGENCIES - (1% Funds)					
1 American Legion Post 42 Baseball	\$ 20,000	\$ 20,000	\$ 19,551	\$ 20,000	\$ 20,000
2 AVA	\$ 5,000	\$ -	\$ -	\$ 18,000	\$ -
3 Campbell County Conservation District	\$ -	\$ -	\$ -	\$ 30,000	\$ -
4 Campbell County Parks & Recreation-July 4th	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
5 Campbell County Parks & Recreation-Bell Nob Golf Course	\$ 25,000	\$ -	\$ -	\$ -	\$ -
6 Campbell County Reading Council	\$ 500	\$ -	\$ -	\$ -	\$ -
7 Energy Classic - Holiday Basketball Tournament	\$ 4,000	\$ 4,000	\$ 3,910	\$ 4,000	\$ 4,000
8 Force Basketball	\$ -	\$ -	\$ -	\$ 2,000	\$ -
9 Gillette Girls Fastpitch Association	\$ 10,000	\$ 10,000	\$ 9,776	\$ 10,000	\$ 10,000
10 Gillette Golf Club	\$ 50,000	\$ 50,000	\$ 48,878	\$ 50,000	\$ 50,000
11 Gillette Hockey Association	\$ -	\$ -	\$ -	\$ 10,000	\$ -
12 Gillette Main Street	\$ -	\$ -	\$ -	\$ 50,000	\$ 40,000
13 Gillette Thunder Speedway	\$ 25,000	\$ 25,000	\$ 24,439	\$ 25,000	\$ 25,000
14 High Plains Energy Technology Center Found.	\$ 4,500	\$ 2,500	\$ 2,444	\$ -	\$ -
15 Pat Weede Memorial Tournament - Camel Wrestling Club	\$ 2,500	\$ 2,500	\$ 2,444	\$ 2,500	\$ 2,500
16 Powder River Symphony	\$ 10,000	\$ 10,000	\$ 9,776	\$ 10,000	\$ 10,000
17 Society of Petroleum Engineers-Crawfish Boil	\$ 1,000	\$ 1,000	\$ 978	\$ -	\$ -
18 Wyoming Senior Citizens, Inc.	\$ 800	\$ 800	\$ 782	\$ 800	\$ 800
Sub - Total Outside Agencies	\$ 162,300	\$ 129,800	\$ 122,978	\$ 236,300	\$ 166,300

SOCIAL SERVICE AGENCIES - (1% Funds)					
1 American Red Cross	\$ 20,000	\$ 20,000	\$ 19,551	\$ 18,000	\$ 18,000
2 Boys & Girls Club of Campbell County	\$ 67,000	\$ 67,000	\$ 65,497	\$ 67,000	\$ 67,000
2a Boys & Girls Club Pre-School	\$ -	\$ 70,000	\$ -	\$ -	\$ -
3 CASA Volunteers	\$ 55,000	\$ 55,000	\$ 53,766	\$ 55,000	\$ 55,000
4 CLIMB Wyoming	\$ 29,500	\$ 29,500	\$ 28,838	\$ 29,500	\$ 29,500
5 Council of Community Services	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
6 Gillette Abuse Refuge Foundation	\$ 64,000	\$ 64,000	\$ 62,564	\$ 64,000	\$ 64,000
7 Gillette Reproductive Health	\$ 30,000	\$ 30,000	\$ 29,327	\$ 30,000	\$ 30,000
8 Life RU Ready?	\$ 10,000	\$ 5,500	\$ 5,377	\$ 5,500	\$ 5,500
9 Personal Frontiers, Inc.	\$ 30,000	\$ 30,000	\$ 29,327	\$ 30,000	\$ 30,000
10 RENEW-Gillette	\$ 60,000	\$ -	\$ -	\$ -	\$ -
11 Salvation Army	\$ 23,000	\$ 6,000	\$ -	\$ -	\$ -
12 Second Chance Ministries	\$ 15,000	\$ 15,000	\$ 14,664	\$ 15,000	\$ 15,000
13 Senior Citizens Center	\$ 350,000	\$ 350,000	\$ 342,149	\$ 342,149	\$ 342,149
14 YES House	\$ 150,000	\$ 150,000	\$ 146,635	\$ 173,500	\$ 150,000
14a YES House Foundation Bldg. Request	\$ -	\$ 1,463,800	\$ -	\$ -	\$ -
Sub - Total Social Service Agencies Operating	\$ 903,500	\$ 892,000	\$ 797,695	\$ 849,649	\$ 826,149
Sub - Total Social Service Agencies Buildings	\$ -	\$ 1,463,800	\$ -	\$ -	\$ -

OTHER AGENCIES (GF - Special Projects)					
1 CC Economic Development	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
2 North East Wyoming Economic Development Coalition	\$ 5,700	\$ 5,700	\$ 12,500	\$ 12,500	\$ 12,500
3 CCPRD - Watering at Lasting Legacy Park	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Sub - Total Other Agencies	\$ 140,700	\$ 125,700	\$ 132,500	\$ 132,500	\$ 132,500

CONTRACT FOR SERVICES -					
1 Community Service Supervision (GF - Judicial)	\$ 56,914	\$ 52,511	\$ 51,236	\$ 58,749	\$ 58,749
1a Urinalysis Testing (GF - Judicial)	\$ 19,545	\$ 14,688	\$ 24,542	\$ 23,692	\$ 23,692
1c Administrative Assistant (GF - Judicial)	\$ 12,658	\$ 14,285	\$ 9,487	\$ 9,513	\$ 9,513
1d Juvenile & Family Drug Court (1% Funds)	\$ -	\$ 15,000	\$ 14,664	\$ 14,664	\$ 14,664
2 Juvenile Diversion - Data Entry Clerk (GF - Judicial)	\$ 21,455	\$ 29,878	\$ 23,411	\$ 23,441	\$ 23,441
3 Campbell County Adult Drug Court (1% Funds)	\$ 15,000	\$ 15,000	\$ 14,664	\$ 14,500	\$ 14,500
Sub - Total Contract for Services	\$ 125,572	\$ 141,362	\$ 138,003	\$ 144,559	\$ 144,559

GRAND TOTAL (net of Bldg. Requests)	\$ 1,332,072	\$ 1,288,862	\$ 1,191,176	\$ 1,363,008	\$ 1,269,508
GRAND TOTAL Building Requests	\$ -	\$ 1,463,800	\$ -	\$ -	\$ -
*TOTAL Requests	\$ 1,332,072	\$ 2,752,662	\$ 1,191,176	\$ 1,363,008	\$ 1,269,508