

Adopted Operating Budget & Capital Improvement Plan



City of Gillette
FISCAL YEAR 2015-2016

CITY OF GILLETTE, WYOMING

May 11, 2015

MEMO TO: Her Honor the Mayor, and Members of the City Council

FROM: J. Carter Napier, City Administrator *JCN*

SUBJECT: Budget Message for Fiscal Year 2016ⁱ

Introduction

Pursuant to the direction of the City Council and as required by State law, the proposed Fiscal Year 2016 (FY 16) 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 16. The attached budget however is staff's collective 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 16; 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 16 is **\$168,288,166.**ⁱⁱ

Summary Overview

FY 15 was a great year for the City of Gillette. Despite the peak and subsequent unprecedented decline in the oil industry nationwide, Gillette was able to enjoy a robust year. The FY 16 budget is characterized by a tone of waiting for the other shoe to drop, so to speak, in its design in that many believe that revenues to local governments are sure to moderate further. However, putting this budget together has been somewhat of a difficulty in that it is hard to ignore the growth pressures that the City is still feeling which would otherwise require a corresponding growth in demand for services. A report was provided very recently that indicates utility locate requests at a rate for this time of year unmatched since 07-08. Locate requests for this time of year have been as low as 60% since the pre-recession period.ⁱⁱⁱ Unemployment as of March 2015 is 4.1%. This time last year, unemployment was 3.8%.^{iv} For a community that has seen some loss in jobs from the oil industry, this quarter's vacancy rate is better than anticipated. There are 63 apartment units available for rent as of March 31, 2015.^v While there were 12 apartments available for rent at the peak of the oil "boom" of late, this small assembly of data would still indicate that the economy is moving at a healthy, albeit less aggressive clip despite what one might expect for an energy-based economy like Gillette's. In the event that this current level of activity represents more of a residue of action from the more aggressive period of 2014, Council will find that staff worked to design a conservative projection for FY 16 revenues while keeping expenses flat.

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Summary Overview

FY 15 was a great year for the City of Gillette. Despite the peak and subsequent unprecedented decline in the oil industry nationwide, Gillette was able to enjoy a robust year. The FY 16 budget is characterized by a tone of waiting for the other shoe to drop, so to speak, in its design in that many believe that revenues to local governments are sure to moderate further. However, putting this budget together has been somewhat of a difficulty in that it is hard to ignore the growth pressures that the City is still feeling which would otherwise require a corresponding growth in demand for services. A report was provided very recently that indicates utility locate requests at a rate for this time of year unmatched since 07-08. Locate requests for this time of year have been as low as 60% since the pre-recession period.ⁱⁱⁱ Unemployment as of March 2015 is 4.1%. This time last year, unemployment was 3.8%.^{iv} For a community that has seen some loss in jobs from the oil industry, this quarter's vacancy rate is better than anticipated. There are 63 apartment units available for rent as of March 31, 2015.^v While there were 12 apartments available for rent at the peak of the oil "boom" of late, this small assembly of data would still indicate that the economy is moving at a healthy, albeit less aggressive clip despite what one might expect for an energy-based economy like Gillette's. In the event that this current level of activity represents more of a residue of action from the more aggressive period of 2014, Council will find that staff worked to design a conservative projection for FY 16 revenues while keeping expenses flat.

Revenues

General Fund

Revenues in the general fund is an easy bellwether to turn to for an indication of the budget's design tone. Given the difficulties and precariousness the general fund is inclined to have, it tends to be the fund that gets the most scrutiny and the more concerned eye from staff. In that regard, sales tax receipts serve as the breadbasket of the GF and tend to serve as a litmus for all funds even though they don't have a direct impact in the enterprise funds.

Sales tax receipts for FY 15 were higher than predicted. As a matter of fact, sales tax receipts are projected to come in no less than \$7.5M^{vi} over what was budgeted for FY 15. As of the writing of this message, sales and use taxes for FY 15 have trended above both budget projections as well as FY 14 actuals for the entire first three quarters of the fiscal year.

Despite this trend, staff has not only kept the FY 16 proposal significantly below with what we are experiencing this current fiscal year, staff developed the budget to try to stay under what the previous budget proposed for sales and use taxes by approximately \$600K. This means that economic activity would have to drop to the extent that the City would incur a loss in excess of \$4M in current sales tax receipts (annually) in the general fund in order to remain on budget. Despite a continued loss of exploration in the oil industry, coal production should be largely unaffected. Industry leaders report that coal is expected to remain flat while the State projects that if there is growth, it will be along the order of an uninspiring, but at least a relatively flat rate of 2-3%.^{vii} They also indicate that the current trend of repairing existing equipment instead of buying new equipment will continue.^{viii} Nothing indicates that coal production is expected to be on a continual decline for the next 12-18 months. Therefore, current data simply does not indicate that dropping projections back to recession levels of receipts is warranted.

One general fund revenue stream that is not likely to improve dramatically is the one-time or capital revenues. Governor Mead has been the friendliest administration to local government investment in recent memory. His proposal this past session to provide local governments (counties and cities) a supplemental budget of \$25M was not met with much warmth from the Legislature. The resulting Supplemental or Direct Distribution that would come from the Governor's recommended budget 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.

Excess sales tax receipts in the general fund have been very vital to the performance of the fund overall. Last year excess sales tax receipts funded a number of projects over and above what the budget could afford in revenues that would otherwise be dedicated to capital projects. Those projects included the reconstruction of the first floor in City Hall as well as the replacement of much of the HVAC as well. Of the

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\$7M unobligated cash that is expected to be in place at the beginning of FY 16, staff would suggest that \$650K be allocated for the first phase of reconstruction of City West (general fund share), and \$1M for the buy down of the Student Housing principal needed to create the Statutory Trust.^{ix} This would leave approximately \$5M to be saved for the outdoor pool expansion to be constructed (FY 17). Staff would suggest that if the dollars over and above projected receipts do not become available in the general fund enough to construct the pool expansion, then the project would need to be postponed until those dollars can be raised either through excess receipts or other sources. In the very least, this practice promotes the view that the City does not complete projects until it has the unobligated cash on hand to do so. As will be discussed later, this view remains in focus throughout the organization with the exception for the massive projects in the utilities where bonding was needed, the debt service of which is largely funded by rates.^x

The unique difficulty that the City of Gillette has is that of the 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 Camp 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 for these agencies 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 operationally 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 outside the City, the general fund will need to find more dollars to commence capital work. 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. This would amount to the general fund being less and less able to provide for its basic services. The backdrop that this City operates against is that this community does not tolerate well any concept of reduced services.

Staff is trying to do its part to help with this potential imbalance. As of the last four years, the City has been more aggressive in securing State grants and loans as well as partnerships with private entities to leverage the completion of projects that are of interest to the community. The Gillette Avenue project was a success for FY 15 as it pertained to getting non-City dollars infused into the project. One of the other biggest accomplishments for FY 15 in this regard was with the request to the State for \$5M in grants and low interest loans to extend power into the Southern Industrial Park.^{xi}

For FY 16, the City will pursue grant dollars to provide for the downtown facilities enhancement project on a 50/50 basis. The City will also ask the Council to support a Business Council grant to support the replacement and extension of utilities into the remaining portions of the Southern Industrial Park while the adjoining property owners contribute the match. Staff will recommend using next year’s consensus dollars to rebuild some of the remaining streets in the Southern Industrial Park as well. The City will create an assessment district to assess

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property owners in the Interstate Industrial Park for the construction of their utilities. Staff is anticipating a request to the State of Wyoming Cultural Trust to offset the costs related to some improvements needed at the College to help designed to better facilitate the Donkey Creek Festival. SLIB will continue to be accessed for dollars relating to sewer projects slated for FY 17, for half of the \$3.6M in planned sewer replacements. Any success that the City has in any of these attempts big or small, will lessen the requirement of dollars from the citizens of Gillette and will reduce the burden that the general fund would have in providing the balance needed.

For FY 16, the Land Board and Fire Board presented a combined total of \$12.1M 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 an amount equivalent to 50% of the capital requests, or \$2.3M across both Boards for FY 16.

A part of these requests that staff is forwarding to Council deals with fleet funds in both Boards. Staff is of the opinion that the fleet fund for the Fire department is over funded. The problem with the current practice is that there really is no policy in place that would indicate when the fund has an appropriate ceiling. By determining a cap, Council does not have to plow dollars into a fund where the added value of such dollars to the purpose of the fund is unclear. The answer Council has heard of funding the fire fleet with a 100% replacement value is not only unaffordable, but also very unnecessary and not based on a realistic reason for doing so. The same diversion of needed dollars will happen in the Land Board fleet fund if some level of policy is not implemented now thereby avoiding this same problem. Depending on the cap that is chosen by the funding entities, the Fire fleet fund could be overfunded at a level between \$2-\$3M. Regardless, it is Staff's opinion that the fund could afford the proposed match of approximately \$435K to apply for State funds to construct the burn building. Staff is proposing a contribution of \$100K to the Land Board fleet fund.

FY 16 will be the fiscal year that a debt service payment for the construction of student housing will not be required. However, it is proposed in this budget to use some residual cash to buy down the principal amount needed to create the statutory trust that will serve as the funding mechanism to construct a new phase of student housing. The idea behind the initial investment is so that the payment that will be incurred over the next ten years would be about the same as the payment Council has supported in the past to construct the first phase of housing. FY 17 will be the first year that debt service payments will be needed in an amount of approximately \$1.2M.

This will be the final year of the MOU that exists between the College, City, County, Hospital, BOCHES, and the School District for operational funding to Gillette College. The commitment the City has made along these lines is for \$335,000. This is funded in a very similar way that the County has for many years through the 1% program.^{xiii} It is anticipated that the College will want to renew that agreement for possibly another two years. Staff recommendation will be to hold steady at the current rate.

While these relationships seem as though they can be difficult to manage from time to time, the partnership leverages the successful operation of three agencies; the combined value of the two JPB's are \$9M for an operational contribution from the City of \$1.6M. This

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equates to a \$.20 investment by the City for every dollar expended toward the services provided by the two joint powers boards to our community^{xiii}. This partnership with the involved government agencies, while complex at times, is the secret behind the success of having these exceptional services for a community of Gillette's size.

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 every year. Much has been said in recent months of the role that 1% plays as a "supplement" to the enterprise funds in that those capital dollars do not have to be made up in utility rates as a means of supporting the needed utility extensions and replacements.^{xiv} However, the design weakness these funds inherently work against is that the funds are only incurring a system growth of 1-2% a year while the expense growth trends on average at 2.5% annually. If a habit were not built of 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 the analysis may show that not every fund needs a rate increase year in, year out.

Water

Water is a good example of a fund that has not needed a rate increase for a few years now. It is largely anticipated that with the Madison project coming on line in late 2016, those costs will be incurred in the existing fund structure. When a system doubles in size, it is hard to imagine that dynamic not having an impact on the rate modeling. Last year at this time, staff was very concerned that the rainy seasons being experienced in the community would have a dampening effect on the revenues coming into the fund.^{xv} 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.

At this point, 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 stop capital investment or to raise rates in order to protect reserves. The existing margin is basically absorbing the cost increases that have occurred in the fund without having to assess rate payers for that difference. The fact that the capital needs of the fund are supported by 1% dollars also cushions 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 water system.

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 primarily because of the conservative nature of

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the projections of recent years. If tipping fees remain flat at \$75/ton and other programs are not brought on in this fund, this fund could remain very viable and not need a rate increase for a few years yet. This \$3M fund is performing exceptionally well!

Wastewater

This fund has been one that has needed rate increases to keep ahead of not only increasing costs, but also the rather sizeable debt service payment needed to pay off the SRF loan used to reconstruct the WWTP. This fund is performing better than anticipated even as recently as February 2015. A couple years ago, the fund was careening toward the reserves which was diverted with some moderate increases. FY 16 will see the fund performing in an optimal condition that may prove, if the trend continues, to discount the need for as aggressive an increase next year.

The Wastewater fund will use \$2.6M of 1% dollars to offset the costs of much needed sewer repairs for FY 16. For an \$8.7M fund, this represents a significant portion of the fund should the 1% dollars not be available to offset the cost of those projects. Where the typical residential customer saw an increase of \$2.40 this year, doubling the rate would probably still not be enough to generate the revenue needed to cover sewer capital on a year-to-year basis. This behavior will be demonstrated when in 2020 a non-1% project is slated for construction. It is at that time, even with moderate increases in play, that the fund will exhibit a trend toward reserves.

Power

The power fund is only rivaled by the general fund in its sheer size. The power fund is by itself however with the burdens it has been asked to carry over the last ten years. The purchases of WyGENIII and the CTII bring with them not only significant debt service, but also large capital projects that need the funds attention.

For FY 16, \$900,000 will be needed from the fund for WGIII's Pollution Control CO2 Enhancement and HVAC Upgrades. The fund will also cover expenses related to CTII's Software and Control System Upgrades that were expected project costs in the amount of \$540K. This is the first year that 1% dollars will be used to help offset nearly \$2M in system upgrades and replacements. Additional to all of this however, are the costs that the fund incurred to cover the up-front costs relating to Southern Industrial Park annexation. Those costs have so far amounted to about \$3M in payments made to PreCorps and will also include another \$5M approximately in capital improvements that will be made primarily through FY 16.^{xvi}

With these undertakings in mind, it is no wonder that the power fund is not exhibiting a stronger performance curve. Staff is encouraged however in that the performance is not as bad as initially thought. While none of the funds of the City should be in the "red" as it were, Council has been aware that this was a necessary foray in order to leverage the huge projects of the last several years. Staff projects that the fund will come out of a dependence on the reserves in FY 19 and potentially be in ideal operating condition by FY 20. This is about 1.5

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years ahead of what staff originally planned for the appropriate trending. This is likely attributed to a revenue projection that was unnecessarily understated while also better understanding our expenses relating specifically to the Southern Industrial Annexation.

Council should be aware though that there is a huge wild card. While staff has tried to be very calculated with regard to costs needed to complete annexations going south, there will always be unknowns until the activities are approved and are undertaken. There are projections in the mix that make up the outlook until 2020, but there may need to be some patience with regard to how the actual data impacts what occurs if Council does approve of the annexations through Antelope Valley. The great news is that once 2020 hits and all the major annexations and plant acquisitions are in the past, the fund will have weathered the activities and will likely be in a positive position. This will be a welcome condition given some of the dilemmas the fund has had over the recent years.

Expenses

Staff has prepared a budget that has little by way of growing expenditures. There is not a large number of staffing needs being requested and is less than last year. Council will see that there are some increases over all which is due primarily to a number of capital projects being proposed for completion. This will be one of the few remaining years that huge budgets needed for projects like Madison will be requested.

Gillette Regional Water Supply Project

FY 16 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 16 for projects that are anticipated for award is \$83,257,814. 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 16.

To date, the Wyoming State Legislature has appropriated and the Governor has approved \$190,120,358.00 towards the Gillette Regional Water Supply Project. The final payment yet to be provided to the City, albeit authorized, is the \$12.4M shown below. The total estimated project cost is \$217,600,000.00.

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

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Wyoming's Share of the Federal AML Funds (2011, 2012, & 2013).....\$78,427,070.00
Strategic Investments and Projects Account (2014 appropriation executed in 2015)\$13,385,995.00
Future Appropriations (*late FY 2015*)\$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

Total State Funding to Date (Grants & Loans).....\$190,120,358.00

Local Capital Facilities Tax Received to Date through March 31, 2015:

City's \$75M share for 33% cost of Madison Water Supply Project\$75,000,000.00

Total Funding RECEIVED to Date – All Sources\$265,120,358.00^{xvii}

The FY 16 Budget Request for this project includes significant capital outlays to continue to meet our 2016 water delivery schedule. The FY 16 construction program includes the following carry-over contracts as well as new construction contracts.

- Construction Contracts Awarded and under construction (carry-over contracts)
 - Contract 4b, 4c, 4d and 4f - Treated Water Transmission Pipeline from Wyodak to Moorcroft, and Pine Ridge Area pipelines
 - Contract 5 - Donkey Creek Pump Station
 - Contract 7 - Pine Ridge Disinfection Facility
- Construction Contracts Pending (Fully-Funded)
 - Contract 2 - Three (3) Additional Madison Wells
 - Contract 2b - Well Field Piping, Pumps and Equipment
 - Contract 4e - Treated Water Transmission Pipeline, Moorcroft to Pine Ridge, "D" Road & US Hwy 14 Section
 - Contract 6 - Pine Ridge Storage Tank
 - Contract 8 - 18-inch Pump Station 1 Discharge Transmission Pipeline Extension, Gurley Ave to Wyodak Blending Facility

The FY 16 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. This project has been bid and awarded and construction will begin in May or early June, 2015.

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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, 2015:

City's \$20M share for 33% cost of District Extensions Project.....\$20,000,000.00

Total Funding RECEIVED to Date (District extensions).....\$26,432,000.00

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.

1% Fund

This fund is unique in that it is only meant to account for 1% funds needed to complete 1% projects. These dollars are largely consumed by utility and road replacements or extensions.^{xviii} The 1% dollars are not used to offset any operations or costs to facilitate these projects by City staff. The City Council has also seen fit to not have a reserve requirement for this fund in that those dollars should be used for project investment instead. Therefore, 1% dollars are not used to fund ongoing operations or reserve requirements like most of our other funds in the City's budget.

This is the first time that staff has proposed a budget for 1% that is out of balance. Meaning that there are more projects that staff is proposing to do than there are current revenues available to do those projects. This is also the first time in recent memory where there is an excess of \$10M in unobligated cash available for 1% projects in the 1% fund (as of July 1, 2015.) Because of this dynamic, it makes less sense to defer needed projects that could be done now with the available funds in order to "balance" the budget. Since there is no chance that any of these dollars are used to fund ongoing operations particularly in a deficit situation, avoiding the cost that project deferral typically brings seems to make sense for FY 16.

Therefore, Staff would propose that Council authorize 1% cash in the amount of \$2.3M to be allocated toward the completion of appropriate 1% projects listed in the capital plan. Staff will ensure that those dollars are used to complete hard infrastructure projects that would otherwise be deferred for out years for completion. With this approach, Council will have vital infrastructure in place in time for the need that growth demands would require as it occurs. It is also Staff's belief that the community would rather needed infrastructure replacements occur before they become so bad that they impact a citizen's quality of life, which is traditionally how projects rise in political priority.

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Staff would stop short of recommending that all of the residual 1% dollars be spent in FY 16 in that a major water tank construction project is on the near horizon that a “savings” account will be needed to access for matching funds. The new water tank will likely need \$12M to construct that will require no less than \$4.5M for matching purposes.

For FY 16, streets projects alone will require an unusually high amount of the 1% dollars. The Box Elder extension will use in excess of \$5M alone to complete the Burma to Overdale connection.^{xix} The east end of Box Elder will also need design dollars in excess of \$800K for the construction necessary to straighten out the “S” curve and provide some resurfacing and potential widening in FY 17. Of the \$20M that the 1% fund is projected to take in throughout FY 16, 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 16 capital plan in this category. Park improvements or park development will need 4.7%. 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 other larger projects being considered for the 1% fund in FY 16 include:

- Pavement Maintenance – The streets in the Interstate Industrial Park have been in need for some time of replacement work. The majority of this work will concern itself with this reconstruction. A number of streets in the larger downtown area are slated for resurfacing.
- Water Main Replacements – The water main in Rose Creek has recently presented a number of problems. Coincidentally, this work will be very timely in that it is slated for replacement this fiscal year.
- Sewer Main Replacements – One of the sewer mains in Foothills is planned for replacement in FY 16. Hidden Valley Road from Patik to Dade will also be replaced. Sewer Main in much of Fir will also be replaced as well.
- Power – Line upgrades on Enzi prepares the system for the load the new Event Center for the College will need. The Feeder 34 Phase II project converts overhead lines from 6th & Gurley south to Smiths to underground. The Feeder 34 to Gillette Ave project is to get 25KV to Gillette Ave. which will allow us to convert the current system from 4KV to 25KV as in preparation for the 3rd St. Plaza construction. This has been a goal in the works for quite some time. The Feeder 73 Campbell County Concrete project is a line conversion from overhead to underground behind CCC along I-90 that is very hard to access. This line also has some tree issues as well as a failing overhead switch that will be mitigated. The Rolling Hills Phase II project is an overhead to underground conversion line as well as a 4KV to 25KV conversion project in the area of 6th to 7th street and Church and Stanley area. Completion of this project will allow us to retire one of our mini-sub on Butler Spaeth.

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.

Human Resources

The biggest challenge any municipal entity has with its human resources is remaining competitive with the always more competitive private sector. Traditionally, public entities are able to provide stronger benefit packages than comparable private sector entities when higher salary and ownership possibilities aren't an option for public employees. In the case of the City of Gillette, Council has taken the very helpful approach of agreeing to provide for a retirement program through the State of Wyoming which has a very strong system available for public employees. Council has taken the added step of covering the employee's portion of the retirement contribution as well. The challenge the City faces is that the State has to raise its rates of contribution from time to time in order to keep the system solvent. This last session was no exception; legislation was passed that required participants to raise their contributions by .75%. This means that beginning July 1, 2015, the budget will be impacted by an estimated \$108K to continue to provide the retirement benefit to the extent that has been historically. This increase does not affect law enforcement personnel as their contribution remains unchanged at 17.2%. The rest of the work force will go from the current total contribution rate of 15.87% to 16.62%.

FY 15 was such an odd year for employee retention. To start the fiscal year, hiring in the energy industry was at a feverish clip with the advent of oil exploration in the region. Without an end in sight, the pressure on employees to consider options outside of the public sector was similarly high. The City lost some good employees up until the turn of the year. Since the City had not been able to provide for a COLA for a number of years, Council wisely responded by providing a 3% COLA adjustment in January of 2015. This was unprecedented and immensely helpful given the conditions of the time. Since the implementation of that infusion, the oil market has fallen and the pressure employees were feeling from the private sector quickly released. With the higher than normal vacancies the City incurred, staff realized a much higher quality of applicants and subsequent hires.

During the time when the mid-year COLA was being deliberated, staff indicated to Council that a more comprehensive approach to keep downward pressure on the turnover rates was needed. Staff has determined that what is needed is complete data in order to provide the right answers for how to appropriately and reasonably compete with the market and retain key staff. For the last number of years, staff has not felt comfortable engaging an effort to collect the data because the results often require funding that staff has not felt was available, particularly in the general fund. By trying to work around missing data, the best staff can do is adjust on a much smaller scale for parity kinds of questions only which avoids the larger systemic problems of market imbalance. Unfortunately, the market does not wait.

A good example of this can be seen with regard to what Utilities is facing in the Electrical Services division with the linemen. As Council is aware, the linemen represent a very specialized pool of talent that is hard to find the right qualifications for in most applicants. Furthermore, there are companies located nearby that have the ability to offer wages higher than what we offer as they need to. The difficulty is further

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exacerbated when advertising and only receiving minimal applicants even on a nationwide search. In the last 5 years, Utilities recruited not only for linemen but also for Electrical Engineers as well as Electrical Specialists. For each of these three areas the City received less than three qualified applicants for each of the openings.

Informal studies have been compiled using salary data from the Department of Labor, Mountain States, and Northwest Utilities organizations and have indicated that our Electrical Engineers are paid an average of 7.8% below market salaries, our Electrical Specialists are paid an average of 10.0% below market salaries, and our Journeyman Lineman are paid an average of 12.0% below market salaries.

The City is diverse enough that the need for specialized, highly sought after talent is not only relegated to Utilities. Staff is concerned that by not taking the next year to gather and prepare data, the City will continue to slip further and further behind the market in our more competitive areas. Collecting the data and being aware of the trouble areas and not being able to afford a full implementation is better than operating in an abyss of knowledge in dealing with this complex issue.

In an effort to help provide a solution in this regard, staff would recommend not requesting as much as last year in one-time payments. Those dollars could then be used to hire an experienced consultant who would do the complex work necessary to provide that market data. With that data, staff would approach Council in spring of 2016 to provide the valuable insights this will provide. Staff believes that \$50K would suffice for a well-researched plan.

Staff is recommending a reduced cash payment from last year. Staff proposes a cash payment of \$1,000 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, \$1,000 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 (5% vs. 1%). The cost for providing this one-time payment is approximately \$355K to the General fund^{xx} and \$126K 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. In fact, this would be well within the dollars that are left over in the general fund operations after all proposed expenses and reserve requirements are met.

The balance of providing competitive wages while keeping in check with the limitations of the budget is always a challenge. The FY 16 proposal for employee pay is essentially in two phases. Staff believes that it is important to provide for a merit plan also -- namely, a 1%, 3%, and 5% merit increase pursuant to the respective employee’s performance for the fiscal year. This is a practice that has been well supported by Council when the dollars were available to do so. Staff recommends that the budget can accommodate this proposal while still providing the lump sum above. In other words, even with the 1,3,5 scenario already calculated into the budget proposal, a \$612,127 surplus in the general fund is available. Staff has demonstrated a pattern over the years of only recommending what a conservative outlook would

CITY OF GILLETTE, WYOMING

allow for. These recommendations are no different! This amount of dollars is not enough to help generate the confidence for another COLA or market adjustment at this point. Given that one-time allocations do not require year-to-year costs, this seems like a prudent and helpful way to go.

The Utilities department is requesting some help this year in an effort to achieve some goals that have heretofore not been accomplished.

- Electrical Division – Requesting:
 - One Lineman – The additional Lineman will enable Electrical to proactively replace 8,000’ direct burial cable a year on a planned basis in addition to the 7,000’ that we anticipate failing for a total of 15,000’ of headway each year. Given that direct bury cable is a typical culprit for outages, this progress should help to further minimize service disruptions.
 - One SCADA Electrician – The added SCADA employee will enable the design and installation of the 21 additional SCADA communication systems required for the Madison and Regional Water systems in the next three years. The additional SCADA Electrician is expected to shorten the expected timeframe for two other initiatives by 20% namely, the 40 more rehabilitation projects and 46 additional security enhancement projects.
 - One Electrical Engineering Specialist – The Electrical Engineering Specialist will enable the design of more projects such as LED streetlight replacements and conversion of overhead to underground power lines. The conversion of outdated 4KV power to 25KV can be completed in eight years as compared to the current 20 year projection with the capacity this added position will bring.
- Water Division – Requesting:
 - One Water Operator -- The Water Operator will enable the Water Division to resume the leak detection program on older less dependable cast iron and ductile pipe. Previous initiatives have been abandoned due to more pressing day to day demands. By resuming this program, testing on 7 miles or 50% of our total suspect pipe will be completed. The separation of 15 of the 312 shared curb stops on duplex, 4-plex and 6-plex units will be completed as well.
- Wastewater Division – Requesting:
 - One Wastewater Operator – The Wastewater Operator will enable the division to get on a 4- year cyclic sewer line maintenance program so that they can inspect 25% of the 210 miles (and growing) of sewer line each year. Presently the division can only inspect 17% each year which increases the potential of unplanned outages. This addition will also enable the division to start the 5- year Level IV certification process earlier, since 40% of the operators anticipate retirement in the next 5 years.

CITY OF GILLETTE, WYOMING

The general fund would assume the impact of the 1.5 positions of the 6.5 being requested. With that said, the impact of the new positions to the General fund will be <1%. The position requests are as follows:

- Human Resources – Requesting:
 - One Medical Fund Manager – The City has endured some vulnerability for quite some time in two areas. The Medical Fund is a \$2M fund that has the potential to cause the City larger liability problems particularly in the environment of being self-funded like the City is. The other area for concern is in the Retiree Trust Fund. This overly complex, yet important fund has incurred some question this past fiscal year that has shined a light on the need for someone to have as their regular job duties the oversight of this fund. With the combined issues not being adequately addressed currently, staff thought this void should be mitigated by appointing someone with an accounting background to help in these areas.

- Judicial – Requesting:
 - Added 10 hours to ½ time Municipal Clerk – The work for the part-time employee is getting more demanding than what the hours allow. Citations are up 15.24% and parking citations are up an additional 24.5%. This employee will still be part time.

Requests for employees have dropped from last year.^{xxi} Staff will work to keep a downward pressure on employee requests for coming years.

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.^{xxii} 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 \$51.4M by the end of FY 15. To put this into perspective, this would be equivalent to tying up 30% of the City's FY 16 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.

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General Fund

The general fund will have \$12.7M tied up in reserve amounts equal to 120 days of its operations. The general fund saw an added \$4.1M come in over and above budgeted revenues. With the residual dollars in the fund already, there should be a cash balance of \$7M over and above reserve amounts and what is required for the budget. Any cost savings or excess receipts realized over and above what is budgeted throughout the end FY 16 would ostensibly be added to this balance.^{xxiii} Council could choose to use these dollars for one-time projects which was explained earlier.

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 \$3M in excess, unanticipated receipts over and above what was budgeted. The 1% fund is also projected to have \$7M in residual savings from past projects over the years. With the two sources of savings in mind, FY 16 is projected to start with \$10M as an unobligated balance in the 1% fund. If project dollars are saved throughout FY 16, those dollars would be added to this balance. The 1% fund has no reserve requirement.

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. There have been times where Council has allowed this buffer to be used as a protection from rate increases such as in the case of the power fund.

The Water Fund is a well-reserved and healthy fund. The Water Fund is required to maintain a \$3.5M reserve, over and above the operational reserve, as a condition of the funding from the State to construct the Madison pipeline. If everything happens as projected, the Water Fund should see a positive cash impact of \$353,326 to bring the FY 16 projected year-end cash balance to \$5.5M over and above a combined restricted amount of \$7.9M. This fund did not incur a rate increase this year and should still have some growth. This margin will be helpful as the City starts to gain some expense history with Madison coming on line in December of 2016.

The Power Fund is quite a bit different. This fund will experience a \$246K cash loss, and the fund overall will still be into the reserves at approximately \$3.2M year end. Fortunately, this represents the fund's performance nadir and the trend will reverse course by FY 17 and will trend toward being whole and off of the reserves dependency between FY 18 and FY 19. Once whole, the combined value of the reserves in this fund will eclipse \$17M.

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The Wastewater Fund will also have a negative cash impact of \$420K. The fund however will still perform outside of the reserves and have a positive cash position of \$959K by the end of FY 16. The reserves are set at a combined total of \$3M.

The Solid Waste Fund is a healthy fund. While the fund will incur a cash loss of \$65K, it will close at year end with a cash balance of \$850K. These dollars are over and above any dollars required for the associated reserves, which is set at \$743K. This is another example of Council allowing the healthy margin in the fund to absorb the growing costs of the fund in order to protect rate payers from higher costs.

Medical 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.

The Health Fund has a reserve requirement equivalent to a six-month run out of expenses. While this value changes periodically, it is understood to be \$1.9M currently. This means that this balance is intended to cover every expense the City has for medical, dental, prescriptions, and administrative fees on a monthly basis for six months in the event that the City would not have dollars for some reason to cover those costs.^{xxiv} FY 15 finally saw a positive flow of revenues over expenses that put this fund in a positive cash position for the first time in a long time. The value of the fund is slated to be at \$2.3M to start FY 16. Given the fund's cash position, a rate increase in January 2016 for the members may not be warranted. For the first time ever, this fund is proposed to help fund, in part, the new position in HR that would oversee the performance of this fund, pending Council's approval. That person's job will also be to target areas of larger cost concern to the fund in an effort to keep downward pressure on those culprit costs thereby helping the solvency of the fund overall.

Conclusion

To discuss the broad philosophy this budget is designed under once again, Staff believes that this budget is a conservative approach to conducting the public's business, despite the fact that there are some personnel requests. These positions are needed to 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, particularly in utilities. Thankfully, the Council allowed for the Police Department to get ahead of some hires in dispatch in the prior

CITY OF GILLETTE, WYOMING

year. This allowed for those costs to be dealt with in a proactive manner as well as prepare for increased demand. 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.

There seems to be a feeling of waiting for the other shoe to drop right now as far as the economy locally is concerned. The national media is currently trumpeting the newest figures for unemployment indicating that the nation has not had this level of employment for seven or more years (5.4% nationally). On a more regional basis however, North Dakota is reeling from being the fastest growing economy to a huge loss of activity with only 84 rigs at work vs. 209 in early 2012.^{xxv}

The dichotomy existing with the outlook for the next year causes enough question that staff is reluctant to pledge a big year for 2016. Staff believes that the budget as presented can weather some downturns and will not set the stage to need an aggressive revenue year. The most precarious funds are planned to have residual dollars at the end of FY 16 over and above what is necessary for reserves. All of this while moving the needle on some major projects and accomplishing some great things in FY 16.

If the Mayor and Council chooses to adopt the proposed FY 16 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 16 budget document that would 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 2015 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 16 related to work on the Madison waterline in the amount of approximately \$44M.

ⁱⁱⁱ March of 2007 saw a request of 465 utility locates whereas March of 2015 saw a request for 548. April of 2015 was very much in line with the 2007-2008 corresponding time of year with a request for 529 locates as compared to 524 and 531 March, April respectively, pre-recession.

^{iv} State of Wyoming Division of Workforce Services. The increase this year added 93 people. Unemployment in Campbell County tends to fluctuate between these percentages.

^v City of Gillette Development Summary, First Quarter, 2015. A poll of complexes was taken to arrive at the vacancy rate relating to apartment complexes.

^{vi} The general fund received \$4.14M while the 1% fund received \$3.3M. Total dollars unencumbered is \$7M in the general fund and \$10M in the 1% fund.

^{vii} Dr. Anne Alexander, Director of International Programs, Cheney International Center, University of Wyoming and the Wyoming Business Alliance.

^{viii} Reports are that the coal companies have been doing this for more than a year now already.

^{ix} A down payment of \$1M allows for a bonding condition that would assure the City of a flat payment over the course of the note (10-years) with what would still be considered a very competitive interest rate. The expected savings with a larger down payment did not turn out as initially expected hence the change in course so to speak.

^x Specifically this comment refers to the purchase of WyGen III, CTII, and the reconstruction of the Wastewater Treatment Plant. The purchase of the power plants are proving to have the effect of avoiding cost increases relating to the purchase of power which can exceed \$20M in one year.

CITY OF GILLETTE, WYOMING

- ^{xi} The City was successful in securing 90% of that request.
- ^{xii} The County also pays \$335,000 annually for the operations of the College.
- ^{xiii} Including the College in this statistic would drive this ratio down even further.
- ^{xiv} It is anticipated that \$8.1M of 1% funds will be dedicated to utility capital repair/replacement needs.
- ^{xv} It is estimated that the water fund was set back by \$1.2M due to the lack of watering last year.
- ^{xvi} A good example of this type of cost would be the cost needed to cut over our system and lines necessary to plug in Joy Global on Winland Drive in early June 2015. The State provided grant dollars to help in this as well as low interest loans that offset 90% of the costs associated in this regard.
- ^{xvii} \$44,328,358 will be used to pay the PMTF loan provided by the State when we reach substantial completion of the total project.
- ^{xviii} 85% of the 1% dollars are used for hard infrastructure projects in keeping with the directives garnered from the 1% survey.
- ^{xix} WyDOT will contribute \$2.3 M through the Urban Systems program additional to the City's cost.
- ^{xx} The General fund supports 74% of the overall workforce.
- ^{xxi} 9.5 positions were requested last year. Zero positions were requested by staff the year before. The only exception that year was the position in the Police Department that Council mandated.
- ^{xxii} 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.
- ^{xxiii} This \$3.5M in 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.
- ^{xxiv} The total is based upon an average monthly expense taken over the last five years times six months.
- ^{xxv} The Kiplinger Letter, Forecasts for Executives and Investors, Vol. 92, No. 18, May 1, 2015.

Adopted Operating Budget



City of Gillette
FISCAL YEAR 2015-2016

**SCHEDULE: FY16 BUDGET with Council,
City Administrator, Finance Director, Dept Heads & Staff**

Month	Date	Day		Time	Location	
May	11	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. 113)			
			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)			
			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. 107)	8. Vehicle Replace. (pg. 111)		
			FINANCE - Tom Pitlick			
1. Finance (pg. 21)	2. Customer Service (pg. 23)					
3. Purchasing/Warehouse (pg. 25)						
May	12	Tuesday	ADMINISTRATION / 1% FUND - Carter Napier		6:00 PM	3 rd Floor Conference Room
			1. Special Projects (pg. 13)	2. 1% Fund (pg. 67)		
			DEVELOPMENT SERVICES - Dustin Hamilton			
			1. Engineering (pg. 57)	2. Building Inpection (pg. 59)		
			3. Traffic Safety (pg. 61)	4. Planning (pg. 63)		
			5. Code Compliance (pg. 65)			
			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. 91)			
			UTILITIES - Kendall Glover			
			1. Madison Water Line (pg. 79)	2. Administration (pg. 83)		
			3. Electrical Engineering (pg. 87)	4. SCADA (pg. 89)		
			5. Water (pg. 95)	6. Power (pg. 99)		
			7. Sewer (pg. 103)			
			BUDGET WRAP-UP			

Definitions - Budget 2015-16

● **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 2015 are \$629.62 for single, \$1,266.98 for employee + 1, and \$1,620.75 for employee 2+ or 85% of the total premium.

..Dental Insurance

The City's portion of dental insurance premiums for 2015 are \$31.14 for single, \$62.26 for employee +1, and \$91.54 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 2014-15 were .18% for non-hazardous (clerical) and 1.57% 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 2015-16 Fiscal Year on 07/01/15.

..Wyoming Retirement

The City pays both the employee (8.25%) and the employer (8.37%) 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 2014/2015 and 2015/2016 Performance Measures are based on projected/estimated numbers**

CITY OF GILLETTE

2015-16 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 FY14/15, coming in above budget each month throughout the year. While receipts have been above budget, there has been downward trending which is reflective of the recent decline in oil exploration/production as well as the continued environmental/regulatory pressures on coal mining activities. Based on these considerations and trending models, the amount of revenue for general sales tax in the fiscal year 2015/2016 budget shows a slight reduction as compared to last year's budget forecast albeit anticipatory of an otherwise stable economic environment.

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 2015/2016 are \$1,135,908 and \$1,560,300 respectively. These amounts are slightly higher than the prior year allocation. The other major source of State revenue is the Direct Distribution. The allocation to Gillette for fiscal 2015/2016 is \$2,407,242 which is an increase of \$291,638 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 declined from the prior year by approximately \$960,000 which is primarily attributable the reduction in anticipated sales tax receipts.

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

GENERAL FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
001-00-00-300	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Property Tax	1,763,744	1,832,001	1,714,730	1,714,730	1,843,434
Auto Taxes	806,551	867,828	840,000	840,000	860,000
Sales & Use Tax	23,733,770	27,113,084	25,600,000	25,600,000	25,000,000
Motor Fuel Tax	690,479	482,438	500,000	500,000	435,000
Cigarette Tax	228,501	222,692	229,371	229,371	232,113
Franchise Fees	718,029	755,881	710,000	710,000	690,000
Severance Tax	1,096,377	1,135,506	1,083,320	1,083,320	1,135,908
Gaming Revenue	-	-	-	-	200,000
Liquor Licenses	55,143	60,748	57,148	57,148	65,165
Contractor Licenses	102,275	106,765	75,000	75,000	90,000
Building Permits	55,566	58,748	60,000	60,000	80,000
Electrical Permits	17,340	14,976	19,000	19,000	19,000
Plumbing Permits	11,661	11,335	12,000	12,000	14,000
Mechanical Permits	14,195	11,115	12,000	12,000	15,000
Gas Pipe Fitting	2,350	205	2,600	2,600	3,200
Other Permits	33,178	26,141	20,000	20,000	30,000
Stormwater Permits	-	-	9,000	9,000	9,000
Federal Grants	379,958	277,233	344,479	370,979	297,247
Federal ARRA Grants	144,744	-	-	-	-
Royalties	1,542,258	1,549,148	1,548,264	1,548,264	1,560,300
State Grants	97,056	588,411	1,285,056	2,152,726	193,767
State Supplemental Revenue	1,630,099	2,456,374	2,115,604	2,115,604	2,407,242
State Government Other	-	703	-	-	-
Local Grants	109,200	141,044	58,060	149,060	57,207
Local Government Other	38,617	35,212	39,000	39,000	35,000
E911 Reimbursement	169,190	165,000	104,579	104,579	-
Planning Fees	19,528	24,040	13,855	13,855	17,500
Commercial Plan Reviews	7,700	3,200	10,000	10,000	16,000
Technical Services	648,714	2,121,922	2,239,986	2,239,986	2,343,578

GENERAL FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
001-00-00-300	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
GPA Revenues	44,534	22,552	17,600	17,600	19,000
Building Maintenance Revenue	383,265	416,995	571,730	571,730	420,029
Warehouse Revenue	188,948	203,800	213,390	213,390	519,004
Highway and Streets	5,275	5,057	7,315	7,315	7,800
Animal Control - City	81,426	69,956	67,200	67,200	60,000
Animal Control - County	11,172	11,435	10,800	10,800	12,000
Fines and Forfeitures	406,517	391,716	365,800	365,800	411,000
Principle Revenue	84,533	58,187	-	-	-
Interest Revenue	8,139	6,253	-	-	-
Interest Earnings	7,225	8,039	7,200	7,200	10,500
Interest on Investments	41,470	42,256	42,000	42,000	50,000
Interest - DA Davidson	6,878	11,803	7,700	7,700	10,000
Unrealized Gain/Loss - Bonds	(113,687)	69,907	-	-	-
Rents and Royalties	45,044	47,048	52,701	52,701	52,701
Little League Fields	4,500	4,500	4,500	4,500	4,500
Fiber Lease Revenue	36,350	-	-	-	-
Mayor's Art Council	15,299	4,905	-	8,500	-
Contributions & Donations	-	1,500	-	1,000	-
Animal Shelter Donations	21,368	16,678	-	-	-
Keep America Beautiful	2,000	2,000	-	-	-
Memorial Program	-	4,000	-	-	-
Incident Reimbursement Revenue	-	830,805	-	-	-
Miscellaneous	236,315	19,075	50,000	61,429	68,000
Cash in Lieu	255,580	11,544	-	-	-
Sunshine Fund	3,494	4,202	2,366	2,366	3,000
Federal Criminal Forfeiture	27	29	-	-	-
Proceeds from Asset Disposal	11,864	-	-	-	-
Interfund Operating Transfer In	-	-	-	5,000	1,487,856
Application of Unassigned Cash	-	-	2,994,065	9,879,174	1,352,316
GRAND TOTAL	\$ 35,903,757	\$ 42,325,989	\$ 43,117,419	\$ 51,013,627	\$ 42,137,367

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GENERAL FUND						
Mayor and Council	Actual	Actual	Original	Adjusted	Requested	
001-10-01-411	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	52,985	54,346	54,000	54,000	54,000	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	4,136	4,286	4,311	4,311	4,176	
Subtotal Personnel Costs	\$ 57,121	\$ 58,632	\$ 58,311	\$ 58,311	\$ 58,176	
Contractual Services	6,462	12,364	18,000	18,000	18,000	
Materials and Supplies	228,426	229,930	274,690	293,190	274,830	
Subtotal Operating Costs	\$ 234,888	\$ 242,294	\$ 292,690	\$ 311,190	\$ 292,830	
Total Operating	\$ 292,009	\$ 300,926	\$ 351,001	\$ 369,501	\$ 351,006	
Total Capital	\$ 5,000	\$ 4,815	\$ 5,000	\$ 5,000	\$ 5,000	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 297,009	\$ 305,741	\$ 356,001	\$ 374,501	\$ 356,006	

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 \$40,330, 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 and Community and Government Relations and Communications (Public Information Officer and Gillette Public Access).

MAJOR GOALS FOR FY 2015/2016:

- Enact balanced budgets and maintain fiscal responsibility with possible decline in revenues
- Oversee the construction and installation of new electrical distribution system for Southern Industrial Addition Annexation
- Secure bid for 2017 WAM Convention
- Coordinate and Expand 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:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,520
# of City Employees Managed (RFTE)	281.5	282.5	283.5	294.25	292	303.25	312
Staff: Population Ratio	1:118	1:105	1:107	1:104	1:105	1:106	1:106
# of Council Meetings Supported	109	90	100	68	70	65	74
# of Ordinances/Resolutions	46/28	50/30	44/45	49/45	64/37	42/43	37/58
# of Hours GPA TV Programs	400	430	400	358	330	398	368
# of Community Events Hosted	29	32	30	25	20	20	19

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
City Administrator	1	1	1	1	1	1	1
Senior Administrative Assistant	1	2	1	1	1	1	1
Community & Gov't Relations Manager	1	1	1	1	1	1	1
Communications Manager	0	1	1	1	1	1	1
Other Positions	1	0	0	.5	.5		
City Administration Office	4	5	4	4.5	4.5	4	4
Public Access Manager	1	1	1	1	1	1	1
Production Assistant	1.5	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
Gillette Public Access	3.5	3	3	3	3	3	3
Total City Administration	7.5	8	7	7.5	7.5	7	7

GENERAL FUND						
Administration	Actual	Actual	Original	Adjusted	Requested	
001-10-02-413	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	372,673	402,836	386,122	421,122	414,139	
Overtime	334	687	200	200	200	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	109,225	129,312	141,825	157,825	167,125	
Subtotal Personnel Costs	\$ 482,232	\$ 532,835	\$ 528,147	\$ 579,147	\$ 581,464	
Contractual Services	16,988	18,194	19,680	19,680	19,680	
Materials and Supplies	128,897	95,512	122,720	139,696	130,700	
Subtotal Operating Costs	\$ 145,885	\$ 113,706	\$ 142,400	\$ 159,376	\$ 150,380	
Total Operating	\$ 628,117	\$ 646,540	\$ 670,547	\$ 738,523	\$ 731,844	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 628,117	\$ 646,540	\$ 670,547	\$ 738,523	\$ 731,844	

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 001-10-03-419	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Salaries	174,079	185,927	185,515	185,515	194,489
Overtime	2,092	1,731	1,000	2,500	2,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	73,582	80,000	87,818	87,818	94,261
Subtotal Personnel Costs	\$ 249,753	\$ 267,658	\$ 274,333	\$ 275,833	\$ 290,751
Contractual Services	961	963	960	960	960
Materials and Supplies	29,257	42,208	44,499	45,999	38,491
Subtotal Operating Costs	\$ 30,218	\$ 43,171	\$ 45,459	\$ 46,959	\$ 39,451
Total Operating	\$ 279,971	\$ 310,829	\$ 319,792	\$ 322,792	\$ 330,201
Total Capital	\$ 24,915	\$ -	\$ 26,112	\$ 27,112	\$ 50,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 304,886	\$ 310,829	\$ 345,904	\$ 349,904	\$ 380,201

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 - Tightrope Cablecast and Carousel Replacement \$25,000, GPA Studio Set and Desk \$25,000

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 are contractual requirements for the Fire Board and the Land Board (Cam-Plex) as well as Campbell County Economic Development Corporation, the North East Wyoming Economic Development Corporation, and Campbell County Predatory Animal Control Board.

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

The fiscal year 2015/16 budget reflects a \$4,723,582 decrease from the prior year budget.

GENERAL FUND

Special Projects 001-10-04-419	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Group Insurance	(69,173)	254	-	-	-
FICA	3,040	3,088	-	-	-
Wellness Program ¹	60,400	60,622	60,350	60,350	61,600
Employee Events ²	18,508	43,029	54,200	54,200	69,200
Employee Recognition	178,167	10,596	30,000	30,000	30,000
Internal Services ³	-	-	235,332	235,332	268,472
St. Housing Bond Repayment	1,244,750	1,244,750	1,244,750	1,244,750	-
Buildings ⁴	3,137,026	1,099,411	3,000,000	3,328,650	2,444,714
Park Development	2,371,595	5,949,774	-	4,809,847	-
General Infrastructure	311,288	-	-	-	-
CWIP/Fixed Assets	(544,332)	(1,353,868)	-	-	-
Principle/Interest	48,442	48,442	-	-	-
Joint Powers Cam-Plex ⁵	780,845	883,208	989,962	1,057,368	1,414,995
Joint Powers Fire Dept ⁶	1,484,562	1,801,983	2,830,295	2,740,402	1,848,957
Social Service Funding	-	-	-	942,670	-
Outside Agency Funding ⁷	460,700	467,500	162,500	1,294,500	1,177,500
General Community ⁸	1,000	1,000	-	60,000	60,000
Mayor's Art Council	-	-	-	-	-
Grant Funded Expenditures	2,582	604,214	-	-	-
Interfund Transfers	612,274	1,353,868	413,555	413,555	-
GRAND TOTAL	\$ 10,101,674	\$ 12,217,873	\$ 9,020,944	\$ 16,271,624	\$ 7,375,438

FY16 Budget Requests Include the Following:

¹ Wellness Incentive Awards \$46,400

² Employee Picnic \$22,500, Awards Banquet \$45,000

³ General Fund Fiber Allocation \$118,472, General Fund Allocation for Warlow Yard Entrance \$150,000

⁴ City West Remodel - Phase I \$2,082,651, Continue HVAC Upgrade

⁵ Operating Contribution \$660,495, Capital Outlay \$654,500, Vehicle Depreciation \$100,000

⁶ Operating Contribution \$988,822, Capital Outlay \$339,319, Vehicle Depreciation \$486,166
Building Extension in Freedom Hills \$34,650

⁷ Includes \$120,000 for ECEDC, \$12,500 for NEWEDC, \$30,000 for CC Predatory Animal Control Board, \$15,000 for CC Conservation District, \$1,000,000 - College Student Housing Phase II Debt



ACTIVITY DESCRIPTION:

The City Attorney represents the City in municipal, state and federal courts, as well as to state and federal administrative agencies and gives legal advice to the Mayor and City Council, the Administrator and staff. The City Attorney prepares agreements, ordinances, deeds and other legal documents and is required to be up-to-date in both general Municipal law and Wyoming law. The City Attorneys attend continuing legal education programs sponsored by the Wyoming Association of Municipalities and the Wyoming Bar Association. The office maintains a specialized technical library including a legal encyclopedia concerned primarily with municipal law and in addition uses internet based research tools including Casemaker, a standard legal research service which supplies a complete set of Wyoming Supreme Court cases from the territorial decisions to the present day, a set of Wyoming statutes and Attorney General's opinions.

MAJOR GOALS FOR FY 2015/2016:

- To provide timely and accurate legal services to the Mayor, City Council and City of Gillette departments.
- Work on the landlocked area annexations.
- Prepare Building Code Amendment Ordinances.
- To help secure rights-of-way for the Madison Water Project. Work with the land man to keep land acquisitions on track.
- Work with the contract attorney to manage City court prosecutions.
- Support Council and City Administration with college long-range strategy, including financing of new dorms and transfer of property to Campbell County for the Education Activities Center.
- Prepare a new City Court Marijuana Ordinance.
- Collect existing Local Improvement District debts and evaluate creation of new Districts for Winland and Interstate Industrial Subdivisions.

PERFORMANCE MEASURES:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,520
# of Council Meetings Supported	109	90	100	110	77	74	74
# of Ordinances/Resolutions City-Wide	46/28	50/30	45/35	37/43	26/50	27/40	27/40*
Novus Items Prepared by City Attorney	52	40	60	46	68	40	40*
Ordinances Prepared by City Attorney	9	12	13	15	15	4	4*
City Code Chapters Updated by City Attorney	8	9	10	13	15	7	7*
Case Preparation-City Court	304	381	497	498	444	496*	660*
% Increase In Case Prep From Previous Year	+5%	+25%	+28.5%	+1%*	+6%	+12%	+33%

*Projected

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
City Attorney	1	1	1	1	1	2	2
Legal Services Specialist	1	1	1	1	1	1	1

Total City Attorney Office

2	2	2	2	2	2	3	3
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GENERAL FUND						
City Attorney	Actual	Actual	Original	Adjusted	Requested	
001-15-15-411	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	167,104	191,117	282,270	282,270	298,919	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	61,844	74,531	125,474	125,474	113,140	
Subtotal Personnel Costs	\$ 228,948	\$ 265,648	\$ 407,744	\$ 407,744	\$ 412,059	
Contractual Services	77,450	45,324	60,960	60,960	65,520	
Materials and Supplies	10,482	7,538	24,683	24,683	16,875	
Subtotal Operating Costs	\$ 87,933	\$ 52,862	\$ 85,643	\$ 85,643	\$ 82,395	
Total Operating	\$ 316,881	\$ 318,510	\$ 493,387	\$ 493,387	\$ 494,454	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 316,881	\$ 318,510	\$ 493,387	\$ 493,387	\$ 494,454	

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 2015/2016:

- Continue revision & reformat of all City job descriptions for established positions
- Review City health benefits which support recommendations for calendar year 2016
- Focus on the management of the City Medical Fund and Retiree Health Benefit Plan & Trust

PERFORMANCE MEASURES:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,250
# of City Employees Managed	281.5	282.5	283.5	294.25	292	303.25	312
Staff: Employee Ratio	1:80	1:81	1:76	1:78	1:58	1:61	1:52

Human Resources:

HR Presentations to Council	4	3	5	4	6	2	2
# Open Enrollment Sessions	4	4	5	8	6	8	11
# Department Training Sessions Facilitated/Sessions	4	6	36	40	17	7	20
# City Employees Trained	110	296	822	820	1,740	251	433
# New Positions Processed	12.5	1	4	11	0	0	0
# Interview Sessions Supported	338	169	328	200	384	230	219
# Employment Applications Received	1,861	1,568	1,002	1,002	1,787	1,006	1,112
# Wellness Sessions Held	6	6	12	20	9	14	12
# Wellness Program Participants	92	138	215/59*	225/65*	220/74*	210/74*	218/77*
# Personnel Evaluations Processed	267	267	275	270	280	285	291

Safety:

# of Safety Training Classes Offered	21	24	27	27	41	86	38
* Employees/Spouses							

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Human Resources Director	1	1	1	1	1	1	1
Human Resources Specialist	1	1	1	1	1	1	1
Employee Benefits/Health Promotions Manager	0	0	0	0	0	0	1
Senior Administrative Specialist/Assistant	1.5	1.5	1.75	1.75	1	1	1
Recruiter	0	0	0	0	1	1	1
Safety Manager	0	0	0	0	1	1	1

Total Human Resources Department	3.5	3.5	3.75	3.75	5	5	6
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GENERAL FUND					
Human Resources	Actual	Actual	Original	Adjusted	Requested
001-20-20-415	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Salaries	244,035	295,246	292,792	292,792	364,643
Overtime	4,155	5,593	3,000	3,000	3,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	109,226	140,040	152,287	155,787	176,753
Subtotal Personnel Costs	\$ 357,416	\$ 440,879	\$ 448,079	\$ 451,579	\$ 544,396
Contractual Services	36,548	62,602	48,355	48,355	102,315
Materials and Supplies	37,761	39,538	58,702	48,702	47,285
Subtotal Operating Costs	\$ 74,309	\$ 102,140	\$ 107,057	\$ 97,057	\$ 149,600
Total Operating	\$ 431,725	\$ 543,019	\$ 555,136	\$ 548,636	\$ 693,996
Total Capital	\$ 259	\$ -	\$ -	\$ 30,000	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ 10,000	\$ -
GRAND TOTAL	\$ 431,984	\$ 543,019	\$ 555,136	\$ 588,636	\$ 693,996

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

Contractual Services - PD testing materials, drug screens, return to work screens, pre-work screens, background checks, PD medical exams \$35,135, Full salary survey \$50,000

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	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Salaries	69,015	75,146	74,179	74,179	79,529
Overtime	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	103,119	108,033	109,212	79,212	108,552
Subtotal Personnel Costs	\$ 172,134	\$ 183,179	\$ 183,391	\$ 153,391	\$ 188,080
Contractual Services	4,700	5,309	7,121	7,121	5,369
Materials and Supplies	30,718	37,889	42,791	42,791	41,861
Subtotal Operating Costs	\$ 35,418	\$ 43,198	\$ 49,912	\$ 49,912	\$ 47,230
Total Operating	\$ 207,552	\$ 226,378	\$ 233,303	\$ 203,303	\$ 235,310
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 207,552	\$ 226,378	\$ 233,303	\$ 203,303	\$ 235,310

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) \$72,000

Materials and Supplies - n/a

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



ACTIVITY DESCRIPTION:

The primary mission of the Finance Division is to maintain the integrity of the City's financial records and transactions, ensuring the proper and efficient expenditure of City funds. This information is used to provide both the short and long term impacts of national, state and local decisions on the City's financial stability. The division is responsible for the investment of City funds in order to maximize the rate of return consistent with State law and in accordance with the City's investment policy. The Finance Division also manages the centralized Payroll and Accounts Payable functions, along with capital asset tracking and grants management.

MAJOR GOALS FOR FY 2015/2016:

- Prepare the FY2015 Comprehensive Annual Financial Report
- Assist in the final phase of the City-wide application software implementation process through attendance/participation in all related meetings and presentations
- Continue training other divisions within the City on the Financial applications in the new software system
- Continue providing monthly sales tax revenue reports and quarterly capital project update reports to Council to help structure City policy and decision making
- Bolster the existing internal audit program to strengthen compliance

PERFORMANCE MEASURES:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,520
\$ of Cash and Investments (as of 6/30/xx)	\$81,912,695	\$90,752,138	\$107,352,201	\$130,645,069	\$157,479,265	\$190,000,000	\$210,000,000
# of Capital Assets (as of 6/30/xx)	2,524	2,686	2,840	3,039	3,198	3,363	3,528
\$ of Capital Assets (as of 6/30/xx)	\$217,311,134	\$310,374,732	\$332,549,460	\$347,325,081	\$370,779,924	\$410,000,000	\$430,000,000
# of Payroll Checks/Direct Deposits	8,428	8,460	8,350	8,877	9,292	9,500	9,800
# of Vendor Invoices Processed	23,027	21,493	20,277	19,621	17,225	18,000	18,000
\$ of State/Federal Grants	\$8,163,236	\$10,519,446	\$7,542,508	\$44,458,088	\$10,090,729	Unknown	Unknown

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Finance Director	1	1	1	1	1	1	1
Finance Manager	1	1	1	1	1	1	1
Financial Analyst	2	2	2	2	2	2	2
Financial Services Specialist	2.5	2.5	2.5	2.5	2.5	3	3
Grants Specialist	.75	.75	.75	.75	.75	.75	.75
Total Finance	7.25	7.25	7.25	7.25	7.25	7.75	7.75

GENERAL FUND						
Finance	Actual	Actual	Original	Adjusted	Requested	
001-25-25-415	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	499,175	533,344	545,546	545,546	568,244	
Overtime	1,410	4,667	2,000	2,000	2,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	181,566	200,264	238,808	238,808	254,760	
Subtotal Personnel Costs	\$ 682,152	\$ 738,274	\$ 786,354	\$ 786,354	\$ 825,005	
Contractual Services	97,989	78,620	93,120	93,120	88,120	
Materials and Supplies	33,267	27,445	36,075	36,075	47,695	
Subtotal Operating Costs	\$ 131,256	\$ 106,065	\$ 129,195	\$ 129,195	\$ 135,815	
Total Operating	\$ 813,408	\$ 844,339	\$ 915,549	\$ 915,549	\$ 960,820	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 813,408	\$ 844,339	\$ 915,549	\$ 915,549	\$ 960,820	

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 \$80,000

Materials and Supplies - n/a

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

GENERAL FUND						
Customer Service	Actual	Actual	Original	Adjusted	Requested	
001-25-26-415	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	403,704	416,710	443,799	443,799	455,776	
Overtime	2,430	1,848	5,000	5,000	3,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	186,185	205,559	233,893	233,893	205,590	
Subtotal Personnel Costs	\$ 592,318	\$ 624,116	\$ 682,692	\$ 682,692	\$ 664,366	
Contractual Services	214,824	110,740	141,197	141,197	154,229	
Materials and Supplies	130,978	137,911	194,196	194,196	170,234	
Subtotal Operating Costs	\$ 345,802	\$ 248,651	\$ 335,393	\$ 335,393	\$ 324,463	
Total Operating	\$ 938,120	\$ 872,767	\$ 1,018,085	\$ 1,018,085	\$ 988,829	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 938,120	\$ 872,767	\$ 1,018,085	\$ 1,018,085	\$ 988,829	

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 \$64,729, Credit/Debit card fees \$80,000

Materials and Supplies - Postage \$95,000, Printing costs for bills, notices and envelopes \$27,000

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	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	208,165	218,013	222,178	222,178	231,660	
Overtime	-	-	500	500	500	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	78,058	86,100	94,410	94,410	100,183	
Subtotal Personnel Costs	\$ 286,223	\$ 304,113	\$ 317,088	\$ 317,088	\$ 332,343	
Contractual Services	15,109	16,312	11,460	11,460	11,960	
Materials and Supplies	156,111	190,314	132,700	132,700	129,618	
Subtotal Operating Costs	\$ 171,220	\$ 206,626	\$ 144,160	\$ 144,160	\$ 141,578	
Total Operating	\$ 457,443	\$ 510,739	\$ 461,248	\$ 461,248	\$ 473,921	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 457,443	\$ 510,739	\$ 461,248	\$ 461,248	\$ 773,921	

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* - Repair Warlow yard entrance road \$300,000



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 2015/2016:

- Complete the transition to the new City-wide software.
- Continue to develop and administer strong risk management program/practices.
- Complete WARM risk management additional audit levels.
- 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:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,520
Staff:Population Ratio	1:11,053	1:7,438	1:7,585	1:7,623	1:5,521	1:6,400	1:6,504
# of City Employees (RFTE)	281.5	282.5	283.5	294.25	292	303.25	312
Staff:Employee Ratio	1:70	1:71	1:71	1:74	1:53	1:61	1:62
Claims/Incidents:							
# of Claims Submitted to WARM	20	22	19	20	18	18	20
# of Citizen Incidents Received	157	187	178	174	105	149	156
Citizen Incidents:Population Ratio	1:211	1:159	1:170	1:175	1:291	1:214	1:208
Sustainability:							
Recycling Participation Rate (residential)	18%	31%	31%	30%	30%	29%	29%
Recycling Diversion Rate (residential)	5%	6%	6%	7%	8%	8%	8%
Water Use Per Capita Per Day/gpd	152	152	167	141	133	128	128
Elect Consumed at City Hall (per sq ft)/kWh	19.3	19.9	20.4	19.8	19.3	18.7	18

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Administrative Services Director	1	1	1	1	1	1	1
Sr. Administrative Assistant	1	1	1	1	1	1	1
Sustainability Coordinator	1	1	1	1	1	1	1
Administrative Specialist/Floater	0	0	0	0	.75	1	1
Management Analyst	0	0	0	0	1	1	1
Safety Manager	1	1	1	1	0	0	0
Interns	0	0	0	0	.8	0	0
Total Administrative Services	4	4	4	4	5.55	5.00	5.00

GENERAL FUND				Original	Adjusted	Requested
Admin. Services / Risk Management	Actual	Actual		Budget	Budget	Budget
001-30-30-419	2012-13	2013-14		2014-15	2014-15	2015-16
Salaries	213,451	342,864		350,487	350,487	366,963
Overtime	2,139	407		1,500	1,500	1,500
Merit Pay Plan	-	-		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	80,634	131,827		149,903	149,903	179,673
Subtotal Personnel Costs	\$ 296,224	\$ 475,099		\$ 501,890	\$ 501,890	\$ 548,136
Contractual Services	8,638	4,848		9,520	9,520	10,520
Materials and Supplies	366,120	316,285		324,641	324,191	340,493
Subtotal Operating Costs	\$ 374,758	\$ 321,133		\$ 334,161	\$ 333,711	\$ 351,013
Total Operating	\$ 670,982	\$ 796,232		\$ 836,051	\$ 835,601	\$ 899,149
Total Capital	\$ -	\$ -		\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -		\$ -	\$ 3,000	\$ -
GRAND TOTAL	\$ 670,982	\$ 796,232		\$ 836,051	\$ 838,601	\$ 899,149

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

Insurance for General Fund properties \$248,860, Promotional materials for sustainability programs \$61,000

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

GENERAL FUND						
City Clerk	Actual	Actual	Original	Adjusted	Requested	
001-30-31-419	2012-13	2013-14	Budget	Budget	Budget	2015-16
			2014-15	2014-15		
Salaries	203,655	215,531	218,623	218,623		229,378
Overtime	380	222	-	-		-
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	73,244	86,376	94,289	94,289		100,610
Subtotal Personnel Costs	\$ 277,279	\$ 302,129	\$ 312,912	\$ 312,912		\$ 329,988
Contractual Services	26,258	3,890	28,110	28,110		10,480
Materials and Supplies	182,372	173,749	183,057	183,057		184,409
Subtotal Operating Costs	\$ 208,630	\$ 177,638	\$ 211,167	\$ 211,167		\$ 194,889
Total Operating	\$ 485,910	\$ 479,767	\$ 524,079	\$ 524,079		\$ 524,877
Total Capital	\$ -	\$ -	\$ 25,000	\$ 25,000		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 485,910	\$ 479,767	\$ 549,079	\$ 549,079		\$ 524,877

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 - Maintenance/Service agreements \$29,404, Postage \$41,955, Legal advertising \$62,000, Copying and printing supplies \$30,000

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



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 776 Bench Warrants/OTSC (Order To Show Cause) were prepared in 2014. The number of 18-20 year-olds placed on probation with alcohol related offenses decreased in 2014 by 34% to 25 cases. A total of 397 youth were reviewed for eligibility in the Juvenile Diversion, Teen Intervention, and Early Age Intervention programs in 2014. 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 2015/2016:

- Develop system for two judicial employees to attend court, enter information into system and provide Defendant with copy of paperwork during Court proceedings.
- Continue cross training of Municipal Court's staff to ensure prompt customer service to all employees and customers.
- Track 90% of probationers ordered to obtain a Substance Abuse Evaluation and ensure they comply with any recommendations of said evaluation.
- Track the number of youth who decline or do not respond to Diversion, then go to court, and after appearing in front of Judge decide to join program.

PERFORMANCE MEASURES:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,520
Staff:Population Ratio	1:8,290	1:4,958	1:5,057	1:5,082	1:3,605	1:3,765	1:3,826
# of City Employees (RTFE)	281.5	282.5	283.5	294.25	292	303.25	312
Staff:Employee Ratio	1:70	1:47	1:47	1:35	1:34	1:36	1:36
Municipal Court							
# of Customers Served	n/a	14,400	18,000	18,500	22,561	21,736	24,231
Customers Served:Population Ratio	n/a	1:2,400	1:3,000	1:2,176	1:2,654	1:2,557	1:2,851
# of Citations Entered	5,562	3,229	5,400	5,208	4,528	3,526	4,059
Citation Entered:Population Ratio	1:1,391	1:538	1:900	1:613	1:533	1:415	1:478
# of Pre-Court Payments Received	3,179	1,603	2,700	2,785	2,210	1,632	2,100
# of Court Cases	180	230	300	517	534	512	507
# of Parking Tickets Entered	1,958	2,710	3,100	3,994	3,504	1,932	2,394
Parking Tickets Entered:Population Ratio	1:490	1:452	1:517	1:470	1:412	1:227	1:282
Juvenile Probation							
# of Juveniles Placed in Youth Intervention Track (YIT)	n/a	n/a	14	18	14	5	3
# of Juveniles Placed on Probation	n/a	86	116	85	113	62	94
Diversion							
# of Juveniles Placed on Diversion	n/a	n/a	n/a	104	111	93	90

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
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	2	2	2	2	2	2
Municipal Court Diversion Officers	0	0	0	2	2	2	2
Municipal Court Judges	2	2	2	2	2	2	2
Administrative Specialist	0	0	0	.5	.5	.5	.75
Total City Municipal Court Office	4	6	6	8.5	8.5	8.5	8.75

GENERAL FUND						
Judicial	Actual	Actual	Original	Adjusted	Requested	
001-30-32-412	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	366,898	375,161	398,290	398,290	416,605	
Overtime	637	762	1,500	1,500	1,500	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	4,322	4,155	9,500	9,500	6,000	
Benefits	145,217	157,956	178,255	178,255	167,104	
Subtotal Personnel Costs	\$ 517,075	\$ 538,034	\$ 587,545	\$ 587,545	\$ 591,209	
Contractual Services	171,707	139,230	175,795	175,795	183,290	
Materials and Supplies	12,832	7,156	17,764	17,764	17,960	
Subtotal Operating Costs	\$ 184,538	\$ 146,386	\$ 193,559	\$ 193,559	\$ 201,250	
Total Operating	\$ 701,613	\$ 684,419	\$ 781,104	\$ 781,104	\$ 792,459	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 701,613	\$ 684,419	\$ 781,104	\$ 781,104	\$ 792,459	

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 \$99,798

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 square feet. 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 square feet. 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 2015/2016:

- 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:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,520
Staff:Population Ratio	1:4,145	1:3,719	1:3,371	1:3,388	1:3,405	1:3,556	1:3,613
# of City Employees (RFTE)	281.5	282.5	283.5	294.25	292	303.25	312
Staff:Employee Ratio	1:35	1:35	1:32	1:33	1:32	1:34	1:35
Avg # of Work Order Requests Per Year	n/a	348	491	551	551	1,321	1,321
Amount of Square Footage Maintained	152,200	169,856	169,856	169,856	206,525	206,525	206,525
Maintenance Staff:Square Footage Ratio	1:152,200	1:84,928	1:84,928	1:84,928	1:103,263	1:103,263	1:103,263
Amount of Square Footage Cleaned	90,634	92,154	92,154	92,154	92,274	92,274	92,274
Custodial Staff:Square Footage Ratio	1:12,948	1:13,165	1:13,165	1:13,165	1:13,182	1:13,182	1:13,182

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Facilities Maintenance Manager	1	1	1	1	1	1	1
Facilities Maintenance Technician	0	0	1	1	1	1	1
Facilities Maintenance	1	1	2	2	2	2	2
Custodians	7	7	7	7	7	7	7
Custodians	7						
Total Facilities Maintenance Division	8	8	9	9	9	9	9

GENERAL FUND				Original	Adjusted	Requested
Facilities Maintenance (City Hall/City West)	Actual	Actual		Budget	Budget	Budget
001-30-33-419 / 601-30-39-419	2012-13	2013-14		2014-15	2014-15	2015-16
Salaries	388,788	409,788		414,379	414,379	434,124
Overtime	4,923	4,064		4,000	4,000	4,000
Merit Pay Plan	-	-		-	-	-
On-Call Pay	3,371	3,111		4,000	4,000	4,500
Benefits	176,990	198,250		216,370	216,370	245,448
Subtotal Personnel Costs	\$ 574,072	\$ 615,213	\$ 638,749	\$ 638,749	\$ 688,072	
Contractual Services	13,328	8,971		11,960	11,960	8,760
Materials and Supplies	899,674	860,375		896,580	896,580	873,558
Subtotal Operating Costs	\$ 913,001	\$ 869,346	\$ 908,540	\$ 908,540	\$ 882,318	
Total Operating	\$ 1,487,073	\$ 1,484,559	\$ 1,547,289	\$ 1,547,289	\$ 1,570,390	
Total Capital	\$ 83,890	\$ -	\$ 185,030	\$ 185,030	\$ -	
Interfund Transfers	\$ 35,352	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 1,606,316	\$ 1,484,559	\$ 1,732,319	\$ 1,732,319	\$ 1,570,390	

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 - Building maintenance at City Hall & City West \$302,000, Service agreements \$109,500, Utilities (including Heated Storage Bldg) \$221,000, Natural gas \$78,500, Custodial supplies \$41,096, Insurance \$38,802

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

GENERAL FUND						
Information Technology	Actual	Actual	Original	Adjusted	Requested	
001-30-34-419	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	630,430	625,356	647,786	647,786	614,178	
Overtime	18,176	12,699	15,000	15,000	15,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	25,299	25,116	27,122	27,122	27,820	
Benefits	252,118	254,809	276,374	276,374	277,533	
Subtotal Personnel Costs	\$ 926,024	\$ 917,979	\$ 966,282	\$ 966,282	\$ 934,531	
Contractual Services	817,536	964,763	1,007,000	1,007,000	977,481	
Materials and Supplies	82,680	67,851	91,205	78,205	65,351	
Subtotal Operating Costs	\$ 900,217	\$ 1,032,614	\$ 1,098,205	\$ 1,085,205	\$ 1,042,832	
Total Operating	\$ 1,826,240	\$ 1,950,593	\$ 2,064,487	\$ 2,051,487	\$ 1,977,363	
Total Capital	\$ 1,648,065	\$ 756,490	\$ 430,300	\$ 1,026,203	\$ 375,210	
Interfund Transfers	\$ -	\$ 28,000	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 3,474,306	\$ 2,735,083	\$ 2,494,787	\$ 3,077,690	\$ 2,352,573	

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

Contractual Services - Maintenance/Service agreements \$962,650

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

Capital - *Unless Noted, All Items Approved CIP* - Storage area network upgrade/blades/additions \$161,000, Switch upgrades and replacements \$76,600, Upgrade Microsoft servers to 2012 \$84,500, Security System/Card Readers \$12,000, Tyler meeting manager for Tyler content manager \$41,110

GENERAL FUND						
Geographical Information Systems	Actual	Actual	Original	Adjusted	Requested	
001-30-35-419	2012-13	2013-14	Budget	Budget	Budget	Budget
			2014-15	2014-15	2015-16	
Salaries	362,613	389,042	396,182	396,182	431,058	
Overtime	-	1,211	250	250	250	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	147,235	168,311	185,942	185,942	198,924	
Subtotal Personnel Costs	\$ 509,847	\$ 558,564	\$ 582,374	\$ 582,374	\$ 630,232	
Contractual Services	15,104	45,928	57,549	78,121	93,316	
Materials and Supplies	42,526	26,321	42,616	42,616	27,466	
Subtotal Operating Costs	\$ 57,630	\$ 72,249	\$ 100,165	\$ 120,737	\$ 120,782	
Total Operating	\$ 567,478	\$ 630,813	\$ 682,539	\$ 703,111	\$ 751,014	
Total Capital	\$ 51,471	\$ 46,530	\$ -	\$ -	\$ 44,665	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 618,949	\$ 677,343	\$ 682,539	\$ 703,111	\$ 795,679	

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

Contractual Services - 2015 Aerial LiDar Flight \$90,532

Materials and Supplies - n/a

Capital - *Unless Noted, All Items Approved CIP* - Trimble R10 GPS Rover \$28,165, HP DesignJet T7200 Plotter \$16,500



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 2015/2016:

- Focus on recruiting, hiring, training and staff development to attain full staff and ensure continuity of operations through staff development and education.
- Begin process to secure equipment and software for electronic citation implementation.
- Implement body worn cameras and software to enhance digital evidence capabilities.

PERFORMANCE MEASURES:

	2008	2009	2010	2011	2012	2013	2014
Population Served	31,745	33,159	29,750	30,340	30,646	32,000	32,520
Service Area of City (square miles)	18.50	18.98	19.22	19.6	19.7	20.87	21.66
Number of Sworn Staff	53	55	55	55	55	56	57
Number of Sworn Staff per Capita	1.67	1.66	1.85	1.81	1.80	1.75	1.75
Total Calls for Service	31,848*	32,229*	34,458*	34,738*	35,536*	33,542*	36,433*
Number of Part I/II Crimes	4,348	4,115	4,184	4,293	5,093	4385	4374
Total Number of Traffic Crashes	1,737	1,576	1,486	1,442	1,247	1267	1354
Total Number of Crash Related Injuries	206	211	184	167	252	206	267

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

STAFFING:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Chief of Police	1	1	1	1	1	1	1
Deputy Chief of Police	0	1	1	1	1	0	0
Police Lieutenant	3	2	2	2	2	2	2
Police Sergeant	5	5	5	5	5	6	6
Police Corporal	6	6	6	6	6	6	6
Police Officer	40	40	40	40	40	41	42
Technical Services Manager	1	1	1	1	1	1	1
Personnel Services Coordinator	1	1	1	1	0	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	4	1.5	1.5	2.5	1	1	1
Total Police Department	72	69.5	69.5	70.5	68	69	70

GENERAL FUND					
Police	Actual	Actual	Original	Adjusted	Requested
001-40-40-421	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Salaries	4,041,837	4,080,038	4,339,248	4,256,848	4,488,197
Overtime	168,167	248,827	321,127	403,527	335,000
Merit Pay Plan	-	3,181	-	-	-
On-Call Pay	21,938	22,600	22,918	22,918	25,000
Benefits	1,731,391	1,857,284	1,958,242	1,958,242	2,200,291
Subtotal Personnel Costs	\$ 5,963,333	\$ 6,211,930	\$ 6,641,535	\$ 6,641,535	\$ 7,048,489
Contractual Services	123,904	103,645	118,351	118,351	119,440
Materials and Supplies	1,122,258	848,075	990,740	1,031,038	947,377
Subtotal Operating Costs	\$ 1,246,163	\$ 951,720	\$ 1,109,091	\$ 1,149,389	\$ 1,066,817
Total Operating	\$ 7,209,496	\$ 7,163,650	\$ 7,750,625	\$ 7,790,923	\$ 8,115,306
Total Capital	\$ -	\$ 4,590	\$ 29,500	\$ 29,500	\$ 151,405
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 7,209,496	\$ 7,168,240	\$ 7,780,125	\$ 7,820,423	\$ 8,266,711

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 \$195,105, Vehicle replacement \$204,721, Travel \$27,500, Schools, tuition and fees, tuition reimbursement \$27,500, Computer Plan \$58,400 (Replacements - ToughBooks \$35,000), Gasoline \$132,850, Firearms supplies, animal care, investigative supplies, patrol supplies, Special Operations supplies \$85,500, Body worn video cameras \$54,000, Uniforms \$28,000, Grant funded expenditures \$38,250

Capital - Unless Noted, All Items Approved CIP - Electronic citation project \$151,405

GENERAL FUND					
Dispatch	Actual	Actual	Original	Adjusted	Requested
001-40-41-421	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Salaries	496,671	512,153	549,979	534,529	672,700
Overtime	16,752	18,316	21,630	37,080	31,500
Merit Pay Plan	-	2,069	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	207,018	226,630	246,146	246,146	333,736
Subtotal Personnel Costs	\$ 720,442	\$ 759,168	\$ 817,755	\$ 817,755	\$ 1,037,936
Contractual Services	957	967	960	960	960
Materials and Supplies	13,218	19,201	21,300	21,300	13,800
Subtotal Operating Costs	\$ 14,176	\$ 20,168	\$ 22,260	\$ 22,260	\$ 14,760
Total Operating	\$ 734,617	\$ 779,335	\$ 840,015	\$ 840,015	\$ 1,052,696
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 734,617	\$ 779,335	\$ 840,015	\$ 840,015	\$ 1,052,696

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 Victim Services Program is responsible for essential direct services to victims of all crime. Employees working together with volunteers allow this service to be available twenty four hours a day, seven days a week. The Victim Services Program consists of the Director, Specialist and volunteer Crisis Response Team advocates. Utilization of strong cooperative collaboration with law enforcement, community engagement and reliable support and advocacy allows our program to achieve its mission of providing for victims whose lives have been impacted by crime.

MAJOR GOALS FOR FY 2015/2016:

- Provide crisis response intervention and services twenty-four hours a day, seven days a week for crime victims.
- Provide support services and enhanced advocacy for victims of crime through the City of Gillette Municipal Court.
- Increase awareness of the services available to victims of crime, the issues concerning victimization, and how the community can be a part of the healing process.
- Actively interact and collaborate with law enforcement, prosecution and other community agencies to ensure victims of crime have access to all available resources.
- Explore funding sources to successfully expand the Law Enforcement Advocacy Program to serve all citizens of Campbell County.

PERFORMANCE MEASURES:

	2008	2009	2010	2011	2012	2013	2014
Crime Victims Served	1,057	1,171	1,068	1,079	2,146	1808	2,243
# of Officer Requests for Service	84	87	103	91	93	229	189
Volunteer Hours	1,860	1,752	1,601	1,728	1,755	4174	5,039
# of Active Volunteers	17	14	22	24	24	17	12
Volunteers Recruited	6	3	8	5	12	11	3
Number of Restitution Orders	*	*	61	117	117	154	294
Number of Returned Surveys	52	42	99	22	12	5	9

* This data was not previously tracked.

These numbers are based on a calendar year, not a fiscal year.

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Victim Services Director	1	1	1	1	1	1	1
Victim Service Specialists	1	1	1	1	1	2	2
Total Victim Services	2	2	2	2	2	3	3

GENERAL FUND						
Victim Services	Actual	Actual	Original	Adjusted	Requested	
001-40-42-421	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	64,712	77,663	121,696	121,696	132,876	
Overtime	710	409	1,000	1,000	1,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	20	3,500	3,500	3,500	
Benefits	25,644	32,462	65,660	65,660	70,993	
Subtotal Personnel Costs	\$ 91,066	\$ 110,553	\$ 191,856	\$ 191,856	\$ 208,369	
Contractual Services	1,232	1,526	1,500	1,500	1,500	
Materials and Supplies	7,867	6,680	27,550	27,550	14,107	
Subtotal Operating Costs	\$ 9,100	\$ 8,207	\$ 29,050	\$ 29,050	\$ 15,607	
Total Operating	\$ 100,166	\$ 118,760	\$ 220,906	\$ 220,906	\$ 223,976	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 100,166	\$ 118,760	\$ 220,906	\$ 220,906	\$ 223,976	

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				Original	Adjusted	Requested
Substance Abuse Prevention	Actual	Actual	Budget	Budget	Budget	Budget
001-40-43-421	2012-13	2013-14	2014-15	2014-15	2014-15	2015-16
Salaries	59,647	57,693	62,613	62,613	62,613	65,778
Overtime	-	32	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	24,781	29,838	34,517	34,517	34,517	36,671
Subtotal Personnel Costs	\$ 84,428	\$ 87,563	\$ 97,130	\$ 97,130	\$ 97,130	\$ 102,449
Contractual Services	300	964	960	960	960	960
Materials and Supplies	28,423	69,460	63,127	89,627	89,627	53,883
Subtotal Operating Costs	\$ 28,722	\$ 70,425	\$ 64,087	\$ 90,587	\$ 90,587	\$ 54,843
Total Operating	\$ 113,150	\$ 157,987	\$ 161,217	\$ 187,717	\$ 187,717	\$ 157,292
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 113,150	\$ 157,987	\$ 161,217	\$ 187,717	\$ 187,717	\$ 157,292

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 \$52,783

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



ACTIVITY DESCRIPTION:

The Gillette Police Department Animal Control Division is responsible for responsive and pro-active enforcement of the City's ordinances on animal control, and to ensure the humane treatment of all animals within the City of Gillette. The Animal Control Division works to ensure the health, safety and welfare of the citizens and animals in our community. The animal shelter is City owned and operated and provides housing and other shelter services for Gillette and Campbell County on a cost sharing basis.

MAJOR GOALS FOR FY 2015/2016:

- Continue to evaluate Animal Control/Animal Shelter staffing levels.
- Install cement under indoor / outdoor kennels (paid for by donations from the Estate of Tamela Stevens).
- Continue to implement new strategies and practices to increase adoptions.
- Implement training for shelter staff to obtain newly available National Animal Shelter Assistant Certification.

PERFORMANCE MEASURES:

	2008	2009	2010	2011	2012	2013	2014
Population Served	31,745	33,159	29,750	30,340	30,646	32,000	32,520
Service Area of City (square miles)	18.50	18.98	19.22	19.6	19.7	20.87	21.66
Total Calls for Service Handled	4,935	5,024	5,233	5,281	5,142	4,235	5472
Total Number of City Animals Handled	2,565	2,698	2,561	2,345	2,475	2,303	1602
Total Number of Running at Large Animals Impounded	1,482	1,482	1,507	1,332	1,439	1,381	1263
Total Animals Handled at Shelter *	4,060	4,109	3,836	3,346	3,538	3,275	3155
Total Animals Adopted *	779	869	766	714	929	713	846

* These figures include both City and County animals.
 These numbers are based on a calendar year, not a fiscal year.

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Animal Control Supervisor	1	1	1	1	1	1	1
Animal Control Officers	4	4	4	4	3	3	3
Animal Shelter Assistant	1	1	1	1	2	3	3
Total Animal Control	6	6	6	6	6	7	7

GENERAL FUND						
Animal Control / Animal Shelter	Actual	Actual	Original	Adjusted	Requested	
001-40-44-429 / 001-40-45-429	2012-13	2013-14	Budget	Budget	Budget	2015-16
			2014-15	2014-15		
Salaries	240,797	239,761	305,002	304,802		327,142
Overtime	7,205	3,632	5,700	5,900		5,900
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	108,137	111,567	161,602	161,602		162,772
Subtotal Personnel Costs	\$ 356,139	\$ 354,960	\$ 472,304	\$ 472,304		\$ 495,815
Contractual Services	48,855	40,816	50,610	50,610		53,560
Materials and Supplies	67,520	69,486	81,515	81,515		81,660
Subtotal Operating Costs	\$ 116,375	\$ 110,302	\$ 132,125	\$ 132,125		\$ 135,220
Total Operating	\$ 472,515	\$ 465,262	\$ 604,429	\$ 604,429		\$ 631,035
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 472,515	\$ 465,262	\$ 604,429	\$ 604,429		\$ 631,035

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 infrastructure systems and maintenance including streets, dewatering wells, 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 2015/2016:

- Through data analysis, ensure we are providing efficient and cost effective Solid Waste services, including the Yard Waste Program.
- To follow the City of Gillette Parks and Pathways Master Plan, as recommended by the City of Gillette Parks and Beautification Board.
- 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 and maintenance of the Softball/Baseball Complex.
- To set goals for the department which reflect City Council goals.

PERFORMANCE MEASURES:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,520
# of Public Works Employees Managed (RFTE)	37	40	40	40	40	41	41
Staff: Population Ratio	1:896	1:743	1:758	1:762	1:766	1:781	1:793
Number of Phone Calls Received	16,069	16,234	16,500	22,150	14,545	19,167	19,500

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Public Works Director	1	1	1	1	1	1	1
Public Works Operations Manager	0	0	0	0	1	1	1
Senior Administrative Assistant	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	2	2	2	2
Total Public Works Administration	3	3	3	4	5	5	5

GENERAL FUND						
Public Works Administration	Actual	Actual	Original	Adjusted	Requested	
001-50-50-419	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	244,492	327,096	351,302	351,302	369,133	
Overtime	1,270	356	2,000	2,000	2,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	82,067	130,340	157,380	157,380	187,221	
Subtotal Personnel Costs	\$ 327,829	\$ 457,792	\$ 510,682	\$ 510,682	\$ 558,354	
Contractual Services	9,732	14,795	24,268	24,268	21,057	
Materials and Supplies	19,962	18,067	36,550	36,550	23,500	
Subtotal Operating Costs	\$ 29,694	\$ 32,862	\$ 60,818	\$ 60,818	\$ 44,557	
Total Operating	\$ 357,523	\$ 490,654	\$ 571,500	\$ 571,500	\$ 602,911	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 357,523	\$ 490,654	\$ 571,500	\$ 571,500	\$ 602,911	

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. Since 2007, the City of Gillette has 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 2015/2016:

- To prepare for and run operations at the Baseball / Softball Complex.
- Continue to review, revise and update the Parks and Pathways Master Plan to ensure that it remains a living document.
- Continue to develop and implement an Irrigation Master Plan and upgrade existing irrigation systems to increase efficiency and allow targeted tree watering during drought cycles.
- Continue working with the Water Department and the Sustainability Coordinator to work within the water budget for the Parks and other large water users. Implement component upgrades to ensure efficient water usage in all irrigated areas.
- Complete the following projects: Refurbish Fox Park, Lakeside Park, Sage Valley Park and Overlook Park. Replace park benches and trash receptacles in numerous parks and 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.

STAFFING:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Parks Supervisor	1	1	1	1	1	1	1
Parks Crew Lead	0	0	0	0	1	0	0
Public Works Senior Operators	0	0	0	0	0	0	0
Park Services Worker/Public Works Operators	6	6	6	8	7	9	9
Summer/Seasonal Workers	Budgeted in Contract Labor		31	34	34	34	34
Total Parks Division	26	26	35	35	40	44	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				Original	Adjusted	Requested
Parks & Landscaping / Swimming Pool	Actual	Actual		Budget	Budget	Budget
001-50-51-452 / 001-50-52-451	2012-13	2013-14		2014-15	2014-15	2015-16
Salaries	569,576	635,131		727,775	727,775	697,052
Overtime	58,692	49,939		85,000	85,000	85,000
Merit Pay Plan	-	-		-	-	-
On-Call Pay	11,934	13,465		15,000	15,000	15,000
Benefits	217,066	247,244		277,040	277,040	287,843
Subtotal Personnel Costs	\$ 857,268	\$ 945,779	\$ 1,104,815	\$ 1,104,815	\$ 1,104,815	\$ 1,084,894
Contractual Services	145,417	188,065		233,021	233,021	209,224
Materials and Supplies	876,535	820,750		1,020,752	1,020,752	1,010,195
Subtotal Operating Costs	\$ 1,021,952	\$ 1,008,815	\$ 1,253,773	\$ 1,253,773	\$ 1,253,773	\$ 1,219,419
Total Operating	\$ 1,879,220	\$ 1,954,594	\$ 2,358,588	\$ 2,358,588	\$ 2,358,588	\$ 2,304,313
Total Capital	\$ 20,000	\$ -	\$ 65,000	\$ 65,000	\$ 65,000	\$ 50,000
Interfund Transfers	\$ 29,427	\$ 49,660	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,928,647	\$ 2,004,254	\$ 2,423,588	\$ 2,423,588	\$ 2,423,588	\$ 2,354,313

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 \$34,024, Contracted weed spraying \$35,000, Contracted Porta Potty services \$35,000, Property Repairs and Maintenance \$27,500, Contracted labor for Swimming Pool through County \$75,000

Materials and Supplies - Vehicle maintenance \$145,000, Vehicle replacement \$86,712, Utilities \$378,000, Gasoline \$34,083, Annuals and perennials \$50,000, Fertilizer \$40,000, Pool maintenance \$29,000, Repaint city pool \$35,000, Chlorine for Pool \$26,500

Capital - *Unless Noted, All Items Approved CIP* - City pool UV water treatment \$50,000



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 right-of-ways. The responsibilities of the City Arborist include 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, such as trimming, removing, planting, fertilization and treatment of existing trees. Maintain trees for sight distance and passage within intersections, roads and alleyways. Maintain an inventory of existing trees. Work with volunteers to enhance the Urban Forest. Help design City-wide beautification areas which may involve planting new trees or moving existing trees. 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 tree issues and concerns.

MAJOR GOALS FOR FY 2015/2016:

- Receive Tree City USA designation for the 23rd consecutive year.
- Repair and/or replace storm damaged trees.
- Chip branches as needed.
- Update City tree inventory.
- Respond to requests from the public for consultations regarding plant problems and issues.
- Implement Forestry Management Plan.
- 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:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Trees Trimmed	345	289	170	**1,997	***2575	282	325
Trees Removed	72	242	150	193	227	159	175
Stumps Ground	358	156	150	161	105	149	155
Trees Planted	135	140	150	68	1028	379	275
Trees Transplanted	15	10	15	61	54	15	30
Public Consultations	22	14	20	63	98	90	95
Christmas Trees Chipped (Tons)	N/A	N/A	4.5	6	9	15	15

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

***** Storm damaged trees**

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Arborist	1	1	1	1	1	1	1
Public Works Operator	1	1	1	1	1	1	1
Seasonal Workers	-	-	2	3	3	3	3
Total Forestry Division	2	2	4	5	5	5	5

GENERAL FUND				Original	Adjusted	Requested
Forestry	Actual	Actual	Budget	Budget	Budget	
001-50-53-452	2012-13	2013-14	2014-15	2014-15	2015-16	
Salaries	94,100	79,128	118,638	118,638	115,012	
Overtime	12,302	7,875	12,000	12,000	12,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	2,615	2,348	3,440	3,440	3,440	
Benefits	38,533	35,240	60,894	60,894	53,746	
Subtotal Personnel Costs	\$ 147,550	\$ 124,591	\$ 194,972	\$ 194,972	\$ 184,197	
Contractual Services	142,987	75,744	67,500	197,500	69,000	
Materials and Supplies	94,959	85,484	87,406	87,406	67,394	
Subtotal Operating Costs	\$ 237,946	\$ 161,228	\$ 154,906	\$ 284,906	\$ 136,394	
Total Operating	\$ 385,495	\$ 285,819	\$ 349,878	\$ 479,878	\$ 320,591	
Total Capital	\$ -					
Interfund Transfers	\$ 8,925	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 394,420	\$ 285,819	\$ 349,878	\$ 479,878	\$ 320,591	

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 \$65,000

Materials and Supplies - n/a

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 publicly 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 2015/2016:

- 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) 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:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Spring Clean Up Tons	203.09	225	183	174	119	251	250
Priority 1 & 2's Routes Plowed (Miles)	320	454	456	40,768	43,952	41,427	42,000
Arterial/Collectors Swept (Miles)	320	454	456	15,567	11,294	12,586	12,500
Right Of Way Acres Mowed	524.87	610.82	614.53	5,412	5,575	4,368	4,500
Number of Dewatering Wells	49	51	52	47	49	49	49
Feet of Drainages Cleaned	N/A	N/A	N/A	60,784	56,381	32,591	40,000

Beginning in FY 2012-2013 to present are actual miles plowed.

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

Beginning in 2013/2014 to present the new AVL system tracks actual miles swept.

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Public Works Operations Manager	1	0	0	0	0	0	0
Street Superintendent	0	1	1	1	0	0	0
Streets Supervisor	0	0	0	0	1	1	1
Streets Crew Supervisor	2	2	2	2	0	0	0
Streets Lead Operator	0	0	0	0	0	0	2
Streets Sr. Operator	3	2	2	1	1	2	2
Streets Operator	9	10	10	13	14	13	11
Seasonal Summer Workers	1	4	4	4	4	6	6
Total Streets Division	16	19	19	21	20	22	22

GENERAL FUND				Original	Adjusted	Requested
Streets	Actual	Actual	Budget	Budget	Budget	
001-50-54-431	2012-13	2013-14	2014-15	2014-15	2015-16	
Salaries	742,217	763,229	820,478	820,478	815,797	
Overtime	131,065	136,815	167,000	167,000	167,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	34,034	33,931	45,000	45,000	45,000	
Benefits	349,641	368,040	368,684	368,684	417,914	
Subtotal Personnel Costs	\$ 1,256,958	\$ 1,302,015	\$ 1,401,162	\$ 1,401,162	\$ 1,445,710	
Contractual Services	178,268	76,578	716,482	716,482	723,817	
Materials and Supplies	2,815,088	2,508,927	3,497,459	3,208,888	2,920,814	
Subtotal Operating Costs	\$ 2,993,356	\$ 2,585,505	\$ 4,213,941	\$ 3,925,370	\$ 3,644,631	
Total Operating	\$ 4,250,314	\$ 3,887,521	\$ 5,615,103	\$ 5,326,532	\$ 5,090,341	
Total Capital	\$ 3,007	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ 29,075	\$ 75,000	\$ -	\$ -	\$ -	
		\$ -				
GRAND TOTAL	\$ 4,282,396	\$ 3,962,521	\$ 5,615,103	\$ 5,326,532	\$ 5,090,341	

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 \$30,897, Contracted snow removal \$350,000, Contracted mowing \$50,000, Contracted storm drain cleaning \$150,000, Sweeper Pile Removal \$100,000

Materials and Supplies - 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 \$150,000, Vehicle maintenance \$425,950, Vehicle replacement \$341,510, Utilities \$51,000, Electricity for street lights \$193,107, Gasoline \$26,722, Diesel \$112,545, Emulsion and small aggregate for spray injection patching truck \$25,000, Ice slicer \$535,000, Apogee liquid \$30,000, Street light installation and maintenance \$300,000

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, and 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 water and sanitary sewer 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 and management of all traffic control signs and signals throughout the City's roadway network.

MAJOR GOALS FOR FY 2015/2016:

- To complete programmed capital construction projects on time and within budget:
 - PMS – Various Projects / Boxelder Road – Burma Ave. to Hwy 50 Construction / Various Park and Pathway Improvement Projects / Westover Road: Skyline to Burma Construction / Boxelder Road Extension: Skyline to Overdale Construction / 3rd Street Plaza / Quiet Zone: Potter Avenue / General Drainage Improvements / Aquatic Park Design / Gillette College Student Housing, Ph. II / Boys and Girls Club Remodel / Campbell County Fire Station #3
- To finalize the adoption of the recently completed Stormwater Ordinance
- Update 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
- Fully implement the review, permitting, and inspection requirements of the adopted Stormwater Ordinance

PERFORMANCE MEASURES:

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

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Capital Projects Under Construction	25	29	28	29	24	26	30
# of Capital Projects Under Design	10	6	17	25	17	38	28
# of Engineering Studies	4	7	11	7	5	11	8
# of Inspections*	70	74	38	45	21	15	20
# of Permits to Construct Issued	24	25	28	20	22	24	20
# of Street Cut Permits Issued	86	90	93	131	127	135	130

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

STAFFING:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Director of Engineering and Development	1	1	1	1	1	1	1
City Engineer	2	2	2	2	2	2	2
Senior Civil Engineer/Civil Engineer	2/2	2/2	2/2	2/2	2/2	2/2	2/2
Engineer CAD Specialist/Engineering Specialist	0/5	0/3	0/3*	0/3	0/3	0/3	0/3
Administrative Supervisor	1	1	1	1	1	1	0
Administrative Assistant	1	1	1	1	1	1	2
Intern/Temporary Worker	.5	0	0	0	0	0	0
Total Engineering	14.5	12	12	12	12	12	12

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

GENERAL FUND					
Engineering	Actual	Actual	Original	Adjusted	Requested
001-60-60-419	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Salaries	926,873	1,002,944	1,016,058	1,016,058	1,036,180
Overtime	4,602	7,950	9,000	9,000	10,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	319,488	361,499	396,569	396,569	430,814
Subtotal Personnel Costs	\$ 1,250,963	\$ 1,372,393	\$ 1,421,627	\$ 1,421,627	\$ 1,476,994
Contractual Services	45,314	24,827	44,520	44,520	40,180
Materials and Supplies	51,961	51,573	73,081	73,081	66,876
Subtotal Operating Costs	\$ 97,276	\$ 76,400	\$ 117,601	\$ 117,601	\$ 107,056
Total Operating	\$ 1,348,239	\$ 1,448,794	\$ 1,539,228	\$ 1,539,228	\$ 1,584,050
Total Capital	\$ (23,561)	\$ (35,702)	\$ -	\$ -	\$ -
Interfund Transfers	\$ 23,561	\$ 35,702	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,348,239	\$ 1,448,794	\$ 1,539,228	\$ 1,539,228	\$ 1,584,050

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, 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 2015/2016:

- 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
- Become proficient using Tyler Software for Permits, Inspections, and Contractor Licensing
- Become proficient using ePlan Software
- Begin Residential Stormwater Permitting and Inspection
- Adoption of 2015 International Building Codes

PERFORMANCE MEASURES:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Commercial Building Permits	44	35	36	28	24	32	33
Residential Building Permits	294	262	225	143	125	175	180
Total All Permits (elec., mech., plbg., etc.)	3,364	4,818	3,054	2,685	2,400	2,750	2,600
Stormwater Permits	-	-	-	-	0	0	180
Field Inspections	12,210	11,471	10,715	9,515	9,000	10,300	9,750
Stormwater Inspections	-	-	-	0	50	150	180
Contractor Licenses	793	743	743	781	738	750	796
Individual Trade Licenses	490	534	534	477	403	450	479

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Building Division Supervisor	1	0	0	0	0	0	0
Chief Building Official	0	1	1	1	1	1	1
Deputy Building Official	0	1	1	1	1	1	1
Building Inspector	4	4	3	3*	2	2	2
Building Counter Technician	1	1	1	1	1	1	1
Plans Examiner	1	0	1	1	1	1	1
Permit Services Manager	1	1	0	0	0	0	0
Administrative Specialist	1	1	1	1	0	0	0
Administrative Assistant	0	0	0	0	1	1	1
Licensing Technician	1	1	1	1	1	0	0
Total Building Inspection	10	10	9	9	8	7	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	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	463,458	449,806	460,271	460,271	473,232	
Overtime	190	22	1,000	1,000	1,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	176,511	171,554	191,917	191,917	200,031	
Subtotal Personnel Costs	\$ 640,158	\$ 621,381	\$ 653,188	\$ 653,188	\$ 674,263	
Contractual Services	5,808	7,855	42,580	42,580	35,620	
Materials and Supplies	46,505	46,027	56,681	56,681	50,283	
Subtotal Operating Costs	\$ 52,313	\$ 53,882	\$ 99,261	\$ 99,261	\$ 85,903	
Total Operating	\$ 692,471	\$ 675,263	\$ 752,449	\$ 752,449	\$ 760,166	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 692,471	\$ 675,263	\$ 752,449	\$ 752,449	\$ 760,166	

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				Original	Adjusted	Requested
Traffic Safety	Actual	Actual		Budget	Budget	Budget
001-60-62-424	2012-13	2013-14		2014-15	2014-15	2015-16
Salaries	106,206	110,458		110,829	110,829	113,004
Overtime	740	1,309		2,500	2,500	2,500
Merit Pay Plan	-			-	-	-
On-Call Pay	-	165		18,250	18,250	19,000
Benefits	36,974	40,412		43,511	43,511	45,176
Subtotal Personnel Costs	\$ 143,921	\$ 152,344	\$	\$ 175,090	\$ 175,090	\$ 179,679
Contractual Services	201,833	203,607		231,080	231,080	231,080
Materials and Supplies	91,948	89,641		102,079	102,079	94,907
Subtotal Operating Costs	\$ 293,781	\$ 293,248	\$	\$ 333,159	\$ 333,159	\$ 325,987
Total Operating	\$ 437,701	\$ 445,592	\$	\$ 508,249	\$ 508,249	\$ 505,666
Total Capital	\$ (142)	\$ -	\$	\$ 7,000	\$ 7,000	\$ -
Interfund Transfers	\$ 142	\$ -	\$	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 437,701	\$ 445,592	\$	\$ 515,249	\$ 515,249	\$ 505,666

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 \$30,000, Materials for street sign fabrication & maintenance \$50,000

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



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 2015/2016:

- 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:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Annexations/Pre-Annexations	10/12	3/6	2/3	2/2	3/0	4/2	3/1
Sketch Plats	0	0	1	1	1	0	1
Preliminary Plats	5	2	1	7	1	3	2
Major Final Plats/Minor Final Plats	4/27	2/20	2/5	6/34	9/12	7/20	5/20
Condominium Plats	1	3	1	2	0	0	0
Commercial Site Plans/Development Plans	12/7	14/6	12/1	25/5	9/3	22/6	25/3
Subdivision Text/Zoning Text Amendments	0/1	0/2	0/0	0/0	0/0	0/1	0/1
Zoning Map Amendments	5	5	3	9	6	7	7
Easement/R-O-W Vacations	9/1	3/1	2/1	8/2	5/0	3/1	3/1
County Preliminary Plats/County Final Plats	2/2	1/1	0/1	0/1	0/3	0/3	0/3

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
STAFFING:							
Community Development Director	1	0	0	0	0	0	0
Planning Division Manager	0	1	1	1	1	1	1
Planner	2	2	2	2	1	1	1
Senior Planner	1	1	1	1	1	1	1
Planning Technician	0	0	0	0	1	0	0
Administrative Assistant	1	1	1	1	1	1	1
Intern	0.5	0.5	0.5	0	0	0	0
Total Planning	5.5	5.5	5.5	5.0	5.0	4.0	4.0

GENERAL FUND					
Planning	Actual	Actual	Original	Adjusted	Requested
001-60-63-419	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Salaries	255,439	267,427	276,351	276,351	271,634
Overtime	53	111	500	500	500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	104,719	110,739	119,811	119,811	139,569
Subtotal Personnel Costs	\$ 360,211	\$ 378,277	\$ 396,662	\$ 396,662	\$ 411,703
Contractual Services	196,549	31,092	7,410	44,710	13,210
Materials and Supplies	21,030	18,201	29,569	29,569	24,839
Subtotal Operating Costs	\$ 217,579	\$ 49,293	\$ 36,979	\$ 74,279	\$ 38,049
Total Operating	\$ 577,790	\$ 427,569	\$ 433,641	\$ 470,941	\$ 449,752
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 577,790	\$ 427,569	\$ 433,641	\$ 470,941	\$ 474,752

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* - Replacement wide format document scanner for scanning plans \$25,000

GENERAL FUND						
Code Compliance	Actual	Actual	Original	Adjusted	Requested	
001-60-64-419	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	93,711	96,970	100,159	100,159	105,055	
Overtime	2,709	312	2,500	2,500	2,500	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	34,516	39,316	40,599	40,599	54,251	
Subtotal Personnel Costs	\$ 130,936	\$ 136,598	\$ 143,258	\$ 143,258	\$ 161,806	
Contractual Services	2,850	(515)	8,000	8,000	8,000	
Materials and Supplies	4,052	5,854	12,850	12,850	17,015	
Subtotal Operating Costs	\$ 6,902	\$ 5,339	\$ 20,850	\$ 20,850	\$ 25,015	
Total Operating	\$ 137,838	\$ 141,937	\$ 164,108	\$ 164,108	\$ 186,821	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 137,838	\$ 141,937	\$ 164,108	\$ 164,108	\$ 186,821	

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 \$1,000,000 decrease from the prior year budget. Also included are anticipated grant revenues for school zone crossings, Gillette Ave. Plaza Restroom Project, and the Madison Rehab Project totaling \$983,240. A portion of the fuel tax allocation to cities and towns, totaling \$889,869, 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	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Sales & Use Tax	19,415,614	22,085,232	21,000,000	21,000,000	20,000,000
Motor Fuel Tax	-	589,646	768,914	768,914	889,869
Federal Grants	399,456	-	200,000	393,640	133,840
State Grants	633,986	973,973	1,053,600	2,285,332	899,400
Local Grants	-	-	-	15,000	-
Local Government Other	145,743	-	-	-	-
Highway and Streets	400	300	-	-	-
Interest on Investments	24,002	31,209	29,000	29,000	42,000
Unrealized Gain/Loss	-	5,841	-	-	-
Miscellaneous	118,917	110,280	-	1,906,800	-
Interfund Operating Transfer In	-	575,000	-	-	-
Application of Unassigned Cash	-	-	-	12,942,123	2,353,771
GRAND TOTAL	\$ 20,738,117	\$ 24,371,480	\$ 23,051,514	\$ 39,340,809	\$ 24,318,880



ACTIVITY DESCRIPTION:

The annual City Citizens Survey and the One Percent Survey completed by the Wyoming Survey and Analysis Center (WYSAC) 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 Boxelder Road Extension – Skyline Drive to Overdale Drive and Boxelder Road Extension Phase III – Burma Avenue to Skyline Drive. Significant water projects include water main replacements in Rose Creek Drive from Foxhills Avenue to Rodeo, Cabin Drive from Rose Creek Drive to Harder, and Cabin Court from cul-de-sac to Cabin Drive. Significant sewer projects in the One Percent budget this year include the Annual Sewer Main Replacement project. Several park improvement projects are included to gain irrigation efficiencies and update equipment. 1% dollars also provide funding for the annual spring clean-up event as well as other beautification activities.

OPTIONAL SALES TAX FUND

1% Optional Sales Tax 201-10-05-419	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Pavement Management System	4,297,366	3,909,679	4,387,000	7,369,079	4,125,000
Sidewalk Repairs	95,791	210,465	345,000	649,534	225,000
Land	43,112	16,583	260,000	278,400	345,000
Buildings	-	-	-	-	600,000
Beautification Programs	456,170	288,240	400,000	581,020	400,000
Park Development	713,281	-	350,401	-	-
Park Improvement	1,467,072	1,685,245	745,000	1,405,692	945,000
Street Enhancements	1,489,782	3,799,026	3,200,000	9,135,337	963,000
Street & Major Road Ext	3,083,656	2,439,433	140,000	310,726	5,289,000
Traffic Signals	188,671	51,096	400,000	643,000	479,300
Bridges	10,759	149,820	90,000	127,400	125,000
Drainage Projects	1,795,398	553,156	200,000	837,109	200,000
Bike & Walking Pathways	52,467	68,853	75,000	75,000	75,000
Water Mains	957,563	2,528,924	3,700,000	3,865,000	3,305,000
Water Transmission Lines	271,188	2,218,606	80,000	690,274	820,000
Wells/Prod/Collection	1,339,909	98,467	-	-	-
Water Storage/Reservoirs	-	-	800,000	800,000	425,000
Sanitary Sewer Mains	373,770	3,144,426	6,400,000	7,415,000	2,600,000
Rail Spur Modification	-	40,000	-	-	-
Vehicles	-	42,210	-	-	-
Enterprise Fund Expenses	(927,970)	(521,307)	-	-	-
Construction Work in Progress	(2,094,479)	(4,958,555)	-	-	-
Fixed Assets	-	(42,210)	-	-	-
Social Services Funding	921,095	986,346	855,313	4,154,713	848,780
Outside Agency Funding	129,800	127,883	526,300	876,300	501,300

OPTIONAL SALES TAX FUND

1% Optional Sales Tax 201-10-05-419	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
General Community Council Contingency	40,000	40,275	97,500	122,225	547,500
Interfund Transfers	3,007,717	5,232,337	-	5,000	1,500,000
GRAND TOTAL	\$ 17,712,117	\$ 22,108,999	\$ 23,051,514	\$ 39,340,809	\$ 24,318,880

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

Buildings

Downtown Public Facilities Enhancement Project

Street Projects

Boxelder Road Improvements (4-J Road to Highway 59)

Lakeway Road Intersection Improvements at Highway 59

Boxelder Road Extensions (Skyline Drive to Overdale Drive & Burma Avenue to Skyline Drive)

Park Improvements

Irrigation Improvements (Little League Fields)

Overlook Park Playground Improvements

Traffic Signals

Pedestrian Crossing Enhancements (School Zone Crossing Phase II)

Water Projects

Annual Water Main Replacement

Waterline to Gillette College Ag/Rodeo Facility at Cam-plex

Water Storage/Reservoirs

Concrete Apron Repairs Z1-R4 Tank

Driveway Repairs Z1-R5 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 State Revolving Fund (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

250-00-00-300

	Actual	Actual	Original	Adjusted	Requested
	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Principle Revenue	-	-	35,141	35,141	36,019
Interest Revenue	-	-	13,301	13,301	12,423
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
	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Principle	-	-	35,141	35,141	36,019
Interest	-	-	13,301	13,301	12,423
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	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Principle Revenue	-	-	12,551	12,551	10,045
Interest Revenue	-	-	2,661	2,661	2,125
GRAND TOTAL	\$ -	\$ -	\$ 15,212	\$ 15,212	\$ 12,170



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	15,939,739.00	\$48,302,239.00	89,552,239.00
July 1, 2012	30,000,000.00	14,776,119.00	\$44,776,119.00	134,328,358.00
July 1, 2013	30,000,000.00	14,776,119.00	\$44,776,119.00	179,104,477.00
July 1, 2014	13,385,995.00	12,703,523.00	\$26,089,518.00	205,193,995.00
July 1, 2015	12,406,005.00		\$12,406,005.00	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. The Cap Tax will be collected until March 31, 2015.

MAJOR GOALS FOR FY 2015/2016 (REVENUE):

- Secure long-term funding and loan repayment for the Gillette Regional Water Project
 - 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:	2009 - 2015 (prior yr estimate)	2015/2016 (anticipated)	2016/2017 (anticipated)	2017/2018 (anticipated)	2018/2019 (anticipated)	2019/2020 (anticipated)	2020/2021 (anticipated)	Total (anticipated)
State Grants – Madison Pipeline Project	145,792,000.00							145,792,000.00
²⁾ PMTF Loan – Madison Pipeline Project	44,328,358.00			(44,328,358.00)				0
¹⁾ Cap Tax – Madison Pipeline Portion	75,000,000.00							75,000,000.00
State Grants – District Extensions Project	6,432,000.00	8,744,500.00	7,906,000.00	8,375,000.00	8,542,500.00			40,000,000.00
Cap Tax – District Extensions Project	20,000,000.00							20,000,000.00
Water Fund (Transfer)	1,158,501.00	230,000.00	233,000.00	237,000.00	200,000.00			2,058,501.00
Yearly Total (anticipated)	292,710,859.00	8,974,500.00	8,139,000.00	-35,716,358.00	8,742,500.00	0.00		282,850,501.00
Cumulative Total (anticipated)	292,710,859.00	301,685,359.00	309,824,359.00	274,108,001.00	282,850,501.00	282,850,501.00		

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 2017/18.

MADISON WATER LINE

Revenue	Actual	Actual	Original	Adjusted	Requested
301-00-00-300	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Cap Tax - Madison Project	20,783,510	23,218,048	21,600,000	21,600,000	-
Cap Tax - District Projects	5,501,517	6,145,954	5,400,000	8,232,294	-
State Grants	29,054,567	4,393,266	30,067,000	105,943,675	19,710,797
State Loan Revenues	-	-	14,809,119	52,181,212	9,708,303
District Grant Revenue	266,154	246,738	234,500	5,984,915	9,413,500
Madison Cap Tax Int	42,979	95,046	170,000	170,000	190,000
District Cap Tax Int	11,373	24,853	42,000	42,000	50,000
Unrealized Gain/Loss-WyoStar	(57,530)	70,533	-	-	-
Miscellaneous	-	-	-	-	-
Interfund Operating Transfer In	252,465	248,802	365,679	365,679	141,392
Application of Unassigned Cash	-	-	-	-	4,636,500
Capital Contribution	-	32,000	-	-	-
GRAND TOTAL	\$ 55,855,036	\$ 34,475,241	\$ 72,688,298	\$ 194,519,775	\$ 43,850,492



City of Gillette, Wyoming

FUND: Madison Waterline
 UNIT: Madison Waterline (Expense)

DEPT: Utilities
 CODE: 301

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 2015/2016:

- Execute the Final Grant Funding Amendments totaling an 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 2015-16:
 - #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
 - #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
 - 06EN40 - Phase III Madison Pipeline Rehabilitation – Deep Ground Anodes
- Start and/or Continue the following Construction Contracts in FY 2015-16:
 - #2a - 3 New Madison Production Wells (Drilling Contract)
 - #2b - Well Field Piping, Pumps and Equipment
 - #4e - Sta. 2300+00 to Hwy 51/"D" Road 42-inch Transmission Line
 - #8 - PS1 to WYODAK 18-inch Transmission Pipeline Extension
 - E-4 Pine Ridge & New Well Field Electric Distribution System (City)
 - 12UT05 – Regional Water Supply; Phase I District Extensions Project

ANTICIPATED EXPENSES:	2009 thru 2015 (estimate)	2015/2016 (anticipated)	2016/2017 (anticipated)	2017/2018 (anticipated)	2018/2019 (anticipated)	2019/2020 (anticipated)	2020/2021 (anticipated)	Total (anticipated)
General Operating Expenses	1,522,000.00	265,000.00	265,000.00	265,000.00	272,000.00			2,589,000.00
Non-Eligible Contracts	320,000.00	85,000.00	85,000.00					490,000.00
Eligible Contracts – <i>District Extensions</i>	9,250,000.00	14,050,000.00	11,800,000.00	12,150,000.00	12,750,000.00			60,000,000.00
Eligible Contracts – <i>Madison Pipeline</i>	189,670,900.00	27,929,100.00						217,600,000.00
Yearly Total (anticipated)	200,762,900.00	42,329,100.00	12,150,000.00	12,415,000.00	13,022,000.00			280,679,000.00
Cumulative Total (anticipated)	200,762,900.00	243,092,000.00	255,242,000.00	267,657,000.00	280,679,000.00	280,679,000.00		

STAFFING: (Start of FY:)	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Utilities Project Manager	0	0	1	1	1	1	1	1
Senior Administrative Assistant	0	0	1	1	1	1	0	0
Total Fund 301 (Madison Waterline)	0	0	2	2	2	2	1	1

MADISON WATERLINE

Madison Waterline 301-70-72-441	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Salaries	143,462	128,575	166,117	166,117	100,518
Overtime	312		-		
Merit Pay Plan	-		-		
On-Call Pay	-		-		
Benefits	51,221	49,543	79,655	79,655	33,928
Subtotal Personnel Costs	\$ 194,995	\$ 178,118	\$ 245,772	\$ 245,772	\$ 134,446
Contractual Services	3,213	32,109	90,825	90,825	90,621
Materials and Supplies	55,718	156,940	17,898	17,898	18,158
Subtotal Operating Costs	\$ 58,931	\$ 189,049	\$ 108,723	\$ 108,723	\$ 108,779
Total Operating	\$ 253,926	\$ 367,167	\$ 354,495	\$ 354,495	\$ 243,225
Total Capital	\$ 216,358	\$ 603,283	\$ 45,126,119	\$ 166,957,596	\$ 43,369,100
Interfund Transfers	\$ 701,701	\$ 1,007,067	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,171,986	\$ 1,977,517	\$ 45,480,614	\$ 167,312,091	\$ 43,612,325

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 \$75,000, JPA Regional Water Panel professional services \$10,000

Materials and Supplies - n/a

Capital - *Unless Noted, All Items Approved CIP* - Water transmission lines \$29,319,100, District extensions \$14,050,000

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					
Revenue	Actual	Actual	Original	Adjusted	Requested
501-00-00-300	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
State Grants	-	-	-	50,000	-
Local Grants	-	-	-	35,000	-
Interest on Investments	1,856	1,787	1,800	1,800	1,300
Unrealized Gain/Loss	-	334	-	-	-
Fiber Lease Revenue	-	42,100	42,200	42,200	78,250
Miscellaneous	-	-	-	-	-
Transfer from City Depts	2,856,823	1,950,461	2,569,901	2,569,901	2,629,843
Interfund Operating Transfer In	-	28,000	-	-	-
Application of Unassigned Cash	-	-	26,253	354,278	-
Capital Contribution	-	1,454,033	-	-	-
GRAND TOTAL	\$ 2,858,679	\$ 3,476,715	\$ 2,640,154	\$ 3,053,179	\$ 2,709,393

FUND: Utility Administration
UNIT: Administration



City of Gillette, Wyoming

DEPT: Utilities
CODE: 7070

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. This group also performs engineering and project management for the New Madison Pipeline Project and the development of the Gillette Regional Water System. UA is involved with the 23% ownership of WYGEN III and full ownership of the CTII Power Plants. A substantial amount of time is also devoted to exploring additional electrical generation options in order to serve our customers with the most efficient, dependable, and cost effective electricity possible.

MAJOR GOALS FOR FY 2015/2016:

- Continue project management efforts in pursuit of State funding for grant/matching funds for the Madison Pipeline Project and the Gillette Regional Water Project
- Continue pursuit of financing options for expansion of electrical infrastructure through annexation requests.
- 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 evaluate recommendations made by the consultant's assessment of expansion needs.

PERFORMANCE MEASURES (Start of FY):	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,520
# of Utilities Employees Managed (RFTE)	60	62	63	66	57	57	67
Utilities Employees: Population Ratio	1:553	1:480	1:482	1:462	1:538	1:561	1:485
# of Utilities Accounts Managed	14,281	14,935	15,500	15,691	15,794	15,916	16,120
Utilities Employees: Account Ratio	1:238	1:241	1:246	1:238	1:277	1:279	1:240
Budget Overseen	\$49.6 M	\$93.8 M	\$118 M	\$125.7M	\$135.6M	\$78.8M	\$92.9M
Director/Manager (3):Budget Ratio	1:\$16.5 M	1:\$31.3 M	1:\$39.3 M	1:\$41.9M	1:\$45.2M	1:\$26.7M	1:\$30.97M

STAFFING:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Utilities Director	1	1	1	1	1	1	1
Senior Adm. Assistant/Administrative Assist.	2	2	2	2	1.75	1.75	1.75
Utilities Engineering Manager	1	1	1	1	1	1	1
Utilities System Analyst	1	1	1	1	1	1	0
Total Utilities Administration Division	5	5	5	5	4.75	4.75	3.75

UT ADMIN. FUND						
Utilities Administration	Actual	Actual	Original	Adjusted	Requested	
501-70-70-440	2012-13	2013-14	Budget	Budget	Budget	
			2014-15	2014-15	2015-16	
Salaries	443,535	475,961	458,185	458,185	358,511	
Overtime	371	143	500	500	1,000	
Merit Pay Plan	-	-	-	-		
On-Call Pay	-	-	-	-		
Benefits	173,010	193,911	210,084	210,084	170,083	
Subtotal Personnel Costs	\$ 616,917	\$ 670,016	\$ 668,769	\$ 668,769	\$ 529,594	
Contractual Services	84,883	84,159	74,592	159,592	79,886	
Materials and Supplies	38,107	71,370	81,120	81,120	83,559	
Subtotal Operating Costs	\$ 122,990	\$ 155,529	\$ 155,712	\$ 240,712	\$ 163,445	
Total Operating	\$ 739,907	\$ 825,545	\$ 824,481	\$ 909,481	\$ 693,039	
Total Capital	\$ (91,075)	\$ (64,139)	\$ -	\$ -	\$ -	
Interfund Transfers	\$ 91,075	\$ 64,139	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 739,907	\$ 825,545	\$ 824,481	\$ 909,481	\$ 693,039	

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 \$69,926

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’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. Responsibilities for the Electrical Engineering group include commercial and residential electrical design, contract management, project management, asset management, mapping updates, record keeping, wholesale power and rate analysis.

MAJOR GOALS FOR FY 2015/2016:

ELECTRICAL ENGINEERING

- Continue developing electrical system model, and coordination study
- Develop and implement plan for City Owned Fiber-Optics System based on findings of the Broadband Study.
- Explore wholesale power options in order to serve customers with efficient and dependable electricity.
- Perform rate analysis for Electrical, Water, Wastewater and Solid Waste Divisions.

PERFORMANCE MEASURES (Start of FY):	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Number of Permits Issued	72	55	66	89	74	75	70
Number of Site Reviews	86	64	74	105	139	150	155
Number of E-Plan Reviews	-	51	192	260	130	130	120

STAFFING:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Electrical Engineering Manager	1	1	1	1	1	1	1
Electrical Engineering Supervisor	-	-	-	-	-	1	1
Electrical Engineer	-	1	1	1	1	1	1
Electrical Engineering Specialist	-	-	-	-	-	2	3
Electrical Engineering Designer	2	2	2	2	2	1	1
Total Electrical Engineering Division	3	4	4	4	4	6	7

UT ADMIN. FUND					
Electrical Engineering	Actual	Actual	Original	Adjusted	Requested
501-70-71-440	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Salaries	573,455	622,581	762,581	762,581	555,390
Overtime	42,292	37,874	40,000	40,000	5,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	24,514	18,442	25,000	25,000	-
Benefits	219,999	239,326	322,653	322,653	252,491
Subtotal Personnel Costs	\$ 860,260	\$ 918,223	\$ 1,150,234	\$ 1,150,234	\$ 812,880
Contractual Services	89,813	85,941	132,427	132,427	45,854
Materials and Supplies	123,949	159,789	142,429	142,429	80,703
Subtotal Operating Costs	\$ 213,762	\$ 245,730	\$ 274,856	\$ 274,856	\$ 126,557
Total Operating	\$ 1,074,023	\$ 1,163,952	\$ 1,425,090	\$ 1,425,090	\$ 939,437
Total Capital	\$ 6,365	\$ (58,647)	\$ 390,583	\$ 718,608	\$ 216,940
Interfund Transfers	\$ 98,363	\$ 92,798	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,178,751	\$ 1,198,103	\$ 1,815,673	\$ 2,143,698	\$ 1,156,377

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 \$39,554

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - New Distribution Lines (Fiber) \$216,940



ACTIVITY DESCRIPTION:

The SCADA group provides support for all of the Utility Divisions, the City’s fiber optic network and Mobile Tech. 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 2015/2016:

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, Donkey Creek 2 Pump Station, and Regional Expansion Project
- Continue to install and connect new fiber optic services.

SCADA PERFORMANCE MEASURES:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Fiber Optic Services Maintained	36	71	92	100	118	131	156
Broad Band Radio Systems Maintained	25	55	73	77	93	103	93
Site Control Systems Upgraded	2	6	21	19	19	19	14
STAFFING:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
SCADA Foreman	0	0	0	0	0	1	1
Electrician	3	3	4	4	4	4	5
Total SCADA Division	3	3	4	4	4	5	6

UT ADMIN. FUND

SCADA

501-70-76-440

		Actual	Actual	Original	Adjusted	Requested
		2012-13	2013-14	Budget	Budget	Budget
				2014-15	2014-15	2015-16
*Prior to FY2015-16 budget was combined with Electrical Engineering						
Salaries		-	-	-	-	442,297
Overtime		-	-	-	-	35,000
Merit Pay Plan		-	-	-	-	
On-Call Pay		-	-	-	-	25,000
Benefits		-	-	-	-	208,490
Subtotal Personnel Costs	\$	-	\$	-	\$	-
						\$ 710,787
Contractual Services		-	-	-	-	43,393
Materials and Supplies		-	-	-	-	104,497
Subtotal Operating Costs	\$	-	\$	-	\$	-
						\$ 147,890
Total Operating	\$	-	\$	-	\$	-
						\$ 858,677
Total Capital	\$	-	\$	-	\$	-
Interfund Transfers	\$	-	\$	-	\$	-
GRAND TOTAL	\$	-	\$	-	\$	-
						\$ 858,677

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 \$37,633

Materials and Supplies - n/a

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

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	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Enterprise Charges	-	-	-	-	-
Interest on Investments	2,628	3,120	3,000	3,000	3,000
Unrealized Gain/Loss	-	527	-	-	-
Miscellaneous	42,457	42,531	-	-	-
Charges for Services	2,705,349	2,807,017	2,885,010	2,885,010	2,913,860
Interfund Operating Transfer In	-	-	-	13,000	-
Application of Unassigned Cash	-	-	110,814	132,409	80,385
GRAND TOTAL	\$ 2,750,434	\$ 2,853,194	\$ 2,998,824	\$ 3,033,419	\$ 2,997,245



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 which is taken to the City of Gillette Yard Waste Facility for reuse. The division also performs trouble crew services. 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 2015/2016:

- Continue evaluation of new routes to ensure 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. Continue to work with IT and GIS in developing short and long term plans 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 ensure they have the correct number and type of containers.
- Capture operational program costs for current and future budget planning.

PERFORMANCE MEASURES:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,520
# of Solid Waste Trucks	7	8	8	8	8	8	8
# of Collection Routes	6	6	6	5	7	8	8
# of Community Events Hosted	10	11	11	12	12	12	12
# of Residential Customers	9,286	9,711	9,957	10,121	10,536	10,399	10,440
# of Commercial Customers	371	368	359	384	428	391	400
Staff to Customer Ratio	1:1073	1:1119	1:1146	1:1167	1:1218	1:1198	1:1204

STAFFING:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Supervisor	1	1	1	1	1	1	1
Lead Person	0	0	0	1	1	1	0
Solid Waste Operators	7	8	8	7	7	5	6
Senior Solid Waste Operator	0	0	0	0	0	2	2
Student Aide/Seasonal Worker	0	0	0	2	2	0	0
Total Solid Waste Division	8	9	9	11	11	9	9

SOLID WASTE FUND

Solid Waste 502-50-55-432	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Salaries	408,848	405,855	422,610	422,610	441,650
Overtime	37,335	29,405	30,000	30,000	30,000
Merit Pay Plan	-	104	-	-	-
On-Call Pay	-	193	500	500	500
Benefits	167,965	189,066	179,740	179,740	226,893
Subtotal Personnel Costs	\$ 614,148	\$ 624,622	\$ 632,850	\$ 632,850	\$ 699,043
Contractual Services	1,211,492	1,441,604	1,614,229	1,614,229	1,613,863
Materials and Supplies	553,340	629,058	721,745	756,340	654,339
Subtotal Operating Costs	\$ 1,764,833	\$ 2,070,663	\$ 2,335,974	\$ 2,370,569	\$ 2,268,202
Total Operating	\$ 2,378,981	\$ 2,695,285	\$ 2,968,824	\$ 3,003,419	\$ 2,967,245
Total Capital	\$ (6,542)	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 54,888	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
GRAND TOTAL	\$ 2,427,327	\$ 2,695,285	\$ 2,998,824	\$ 3,033,419	\$ 2,997,245

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

Contractual Services - Landfill tipping fees \$1,035,000, Curb side recycling \$131,000, Internal services \$445,943

Materials and Supplies - Vehicle maintenance \$165,000, Vehicle Replacement \$267,591, Diesel \$89,385, 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

Revenue	Actual	Actual	Original	Adjusted	Requested
503-00-00-300	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
State Grants	14,731	50,193	-	-	-
Plant Investment Fees	176,307	210,001	125,000	125,000	200,000
Interest on Investments	20,694	17,994	15,000	15,000	12,000
Interest - DA Davidson	7,420	11,856	7,700	7,700	10,000
Unrealized Gain/Loss - Bonds	(10,721)	4,510	-	-	-
Miscellaneous	92,832	86,821	15,000	15,000	15,000
Charges for Services	6,879,329	6,091,130	6,605,728	6,605,728	6,671,785
Interfund Operating Transfer In	3,440,630	4,364,106	-	-	-
Application of Unassigned Cash	-	-	-	288,084	352,782
Capital Contribution	414,966	467,064	-	-	-
GRAND TOTAL	\$ 11,036,188	\$ 11,303,674	\$ 6,768,428	\$ 7,056,512	\$ 7,261,567

FUND: Water
 UNIT: Water



City of Gillette, Wyoming

DEPT: Utilities
 CODE: 7073

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 2015/2016:

- Rehab and replace equipment in M-7, S-22, S-25
- Replace variable frequency drive at M-8, (2) Booster Pumps at Donkey Creek 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):	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Water Service Connections	9,192	9,400	9,652	9,839	10,084	10,213	10,408
Miles of Water Main	263	273	278	284	291	302.5	307
Hydrants Managed	2,011	2,097	2,150	2,210	2,265	2,294	2,271
Valves Managed	5,425	5,778	5,825	6,112	6,264	6,380	6,545
Water Produced (Billion Gallons)	1.550	1.509	1.671	1.834	1.870	1,570	1,460
Ratio: Staff to Water Service Accounts	1:541	1:588	1:603	1:614	1:630	1:638	1:600

STAFFING:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Water Services Manager	1	1	1	1	1	1	1
Water Lead Operator	2	2	3	3	3	3	3
Water Services Locator	1	1	1	-	-	-	-
Water Systems Technician	2	3	1	4	3	5	6
Senior Water Operator	7	7	8	8	9	7	7
Summer Workers	-	2	2	2	-	-	-
Total Water Division	17	16	16	18	16	16	17

WATER FUND

Water 503-70-73-441	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Salaries	862,905	894,982	953,650	953,650	988,582
Overtime	50,494	45,299	55,000	55,000	55,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	37,678	37,793	41,500	41,500	43,000
Benefits	409,538	461,003	493,339	493,339	529,394
Subtotal Personnel Costs	\$ 1,360,616	\$ 1,439,077	\$ 1,543,489	\$ 1,543,489	\$ 1,615,976
Contractual Services	1,099,943	1,197,937	1,286,442	1,301,442	1,326,452
Materials and Supplies	6,361,736	5,759,771	2,702,390	2,942,390	2,904,852
Subtotal Operating Costs	\$ 7,461,678	\$ 6,957,708	\$ 3,988,832	\$ 4,243,832	\$ 4,231,304
Total Operating	\$ 8,822,294	\$ 8,396,785	\$ 5,532,321	\$ 5,787,321	\$ 5,847,280
Total Capital	\$ (10,764)	\$ (52,423)	\$ 784,800	\$ 817,884	\$ 616,860
Interfund Transfers	\$ 374,378	\$ 742,434	\$ 365,679	\$ 365,679	\$ 797,427
GRAND TOTAL	\$ 9,185,909	\$ 9,086,796	\$ 6,682,800	\$ 6,970,884	\$ 7,261,567

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 \$1,248,402, Regulatory testing expense \$27,000

Materials and Supplies - Routine building maintenance \$60,000, Repair/Maintenance of equipment \$192,000, Distribution system maintenance \$520,000, Replace ten hydrants \$50,000, Vehicle maintenance \$92,500, Vehicle replacement \$83,462, Utilities \$905,000, Insurance \$224,952, Gasoline \$42,118, Chlorine gas at PS#1 & Madison \$35,000, New water meters \$536,000, Interfund transfer to Madison Fund to cover expenses not covered by grant/loan \$141,392, Interfund transfer to General fund to cover water's proportionate cost of City West remodel, \$656,035

Capital - *Unless Noted, All Items Approved CIP* - Down hole pump and motor rehab for Wells M-7, S-25, S-22 \$425,000, SCADA upgrades \$71,860, Water system control (VFD's) \$120,000,

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 Funds associated with the WyGen III debt and the CT II debt and the Working Capital investment at WyoStar.

POWER FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
504-00-00-300	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
BAB Subsidy Revenue	1,517,223	1,485,257	1,483,259	1,483,259	1,478,930
State Grants	-	-	-	1,645,046	-
State Loans	-	-	-	2,645,046	-
Plant Investment Fees	103,324	109,159	100,000	100,000	100,000
Interest on Investments	30,708	7,501	9,500	9,500	8,750
Interest - DA Davidson/Wells Fargo	69,030	108,245	108,000	108,000	134,000
Unrealized Gain/Loss	(148,395)	76,378	-	-	-
Incident Reimbursement Revenue	14,084	40,199	-	-	-
Miscellaneous	328,496	288,185	-	-	-
Charges for Services	25,379,531	26,651,044	28,049,088	28,049,088	31,373,714
Interfund Operating Transfer In	759,971	1,841,032	-	1,657,411	1,500,000
Proceeds of L/T Debt	-	-	3,500,000	3,500,000	-
Application of Unassigned Cash	-	-	-	3,705,061	835,231
Capital Contribution	158,850	48,908	-	-	-
GRAND TOTAL	\$ 28,212,822	\$ 30,655,907	\$ 33,249,847	\$ 42,902,411	\$ 35,430,625

FUND: Power
UNIT: Electrical Services



City of Gillette, Wyoming

DEPT: Utilities
CODE: 7074

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 2015/2016:

- Complete installation of infrastructure to feed the South Industrial Annexation including expansion of Swanson Substation
- Complete major expansion of feeders 44, 65, & 66
- Complete line extensions and electrical installations for new development
- Continue to convert lines from overhead to underground and rebuild our aging infrastructure to increase reliability
- Ensure a safe working environment for our employees with no LTA's

PERFORMANCE MEASURES (Start of FY):	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Electric Meters Served	13,403	13,856	14,070	14,648	14,851	14,995	15,188
Electrical Locates Performed Annually	4,411	4,813	5126	4600	4,200	4,500	4,600
Number of Substations Maintained	8	9	10	10	10	10	10
Available MVA	96.5	116.5	131.5	131.5	131.5	131.5	131.5
Miles of Transmission Lines Maintained	30	30	30	31.6	31.6	28.2	28.2
Miles of Distribution Lines Maintained	249	258	266	278	294	309	315.2
Miles of Fiber Optic Cable Maintained	21.07	24.18	28.53	31.71	34.36	35.6	36.9
Ratio: Staff to Electric Meters Served	1:942	1:955	1:977	1:936	1:947	1:950	1:844
Ratio: Staff to Miles of Lines Maintained	1:18	1:19	1:20	1:19	1:20	1:21	1:19

STAFFING:

Electrical Manager	-	1	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	4	5	5	6	8	8	6
Apprentice Lineman	6	4	4	3	2	2	6
Meter Technician	1	1	1	1	1	1	1
Total Electrical Services Division	15	15	15	15	16	16	18

POWER FUND					
Power	Actual	Actual	Original	Adjusted	Requested
504-70-74-442	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Salaries	1,150,113	1,212,101	1,235,152	1,235,152	1,287,742
Overtime	92,090	95,143	85,000	85,000	87,500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	47,598	48,005	50,000	50,000	51,500
Benefits	458,677	517,171	541,556	541,556	611,373
Subtotal Personnel Costs	\$ 1,748,479	\$ 1,872,420	\$ 1,911,708	\$ 1,911,708	\$ 2,038,115
Contractual Services	1,513,849	2,040,477	2,567,987	2,567,987	2,547,421
Materials and Supplies	26,351,331	25,548,423	22,886,109	24,830,594	26,055,451
Subtotal Operating Costs	\$ 27,865,180	\$ 27,588,900	\$ 25,454,096	\$ 27,398,581	\$ 28,602,872
Total Operating	\$ 29,613,659	\$ 29,461,320	\$ 27,365,804	\$ 29,310,289	\$ 30,640,987
Total Capital	\$ (1,355,163)	\$ (1,258,542)	\$ 2,987,586	\$ 10,695,665	\$ 4,191,917
Interfund Transfers	\$ 56,308	\$ -	\$ -	\$ -	\$ 597,721
GRAND TOTAL	\$ 28,314,804	\$ 28,202,779	\$ 30,353,390	\$ 40,005,954	\$ 35,430,625

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 \$2,153,691, Service drops \$250,000

Materials and Supplies - Maintenance of substations \$80,000, Maintenance of distribution \$400,000, Vehicle maintenance \$103,500, Vehicle replacement \$132,910, Property tax \$335,000, Purchased power \$10,262,635, WyGen III operating costs \$5,169,000, CT II operating costs \$1,100,200, Insurance \$94,528, Gasoline \$26,525, Replace/Add Christmas decorations \$55,000, General supplies \$145,000, Interfund Transfer to general fund to cover Power's proportionate cost of City West remodel \$597,721

Capital - *Unless Noted, All Items Approved CIP* - Future annexations-purchase systems from PRE Corp \$500,000, Expansion of electrical system for new developments \$1,859,000, New distribution lines primary cable \$315,000, Unit 49 Backyard Access Machine \$25,000, SCADA Upgrades \$24,750, WyGen III capital projects \$902,543, CT II capital projects \$565,624

Debt Service - Capital Lease Principle \$2,360,000, Capital Lease Interest \$5,621,168 (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	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
State Grants	833,459	239,543	-	-	-
Enterprise Charges	510,083	617,362	600,000	600,000	600,000
Plant Investment Fees	218,949	233,280	140,000	140,000	200,000
Secondary PIFs	5,404	11,873	-	-	-
Interest on Investments	4,329	3,158	2,500	2,500	2,000
Interest - DA Davidson	24,734	39,520	23,000	23,000	34,000
Unrealized Gain/Loss - Bonds	(35,734)	7,959	-	-	-
Incident Reimbursement Revenue	-	4,000	-	-	-
Miscellaneous	38,276	46,686	-	-	-
Charges for Services	2,949,436	3,132,969	3,540,941	3,540,941	3,930,445
Interfund Operating Transfer In	526,635	1,480,171	30,000	30,000	30,000
Application of Unassigned Cash	-	-	498,519	664,843	715,905
Capital Contribution	289,107	570,613	-	-	-
GRAND TOTAL	\$ 5,364,678	\$ 6,387,132	\$ 4,834,960	\$ 5,001,284	\$ 5,512,350



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 210 miles of sanitary sewer line and 10 sewage lift stations. The Wastewater Treatment Facility (WWTF) processes an average of 3.2 MGD (million gallons per day) of sewage. The WWTF is a conventional activated sludge process with anaerobic digestion. In 2014, we produced and sold 1339.5 yards of Class A Stonepile Select Compost and and 1224.75 yards of residential yard waste compost. The WWTF, biosolids processing and reuse are governed by NPDES permits. The Wastewater Division has worked 14 consecutive years with no lost time accidents.

MAJOR GOALS FOR FY 2015-2016:

- Implement valve replacement program.
- Inspect industrial dischargers and grease interceptors and implement pretreatment standards where warranted
- Continue manhole rehab program.

PERFORMANCE MEASURES (Start of FY):	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Sewer Line Mileage Inspected	10.0	11.4	13.9	10.4	10.1	10	10
Sewer Line Mileage Cleaned	50.0	70.4	53.5	70.4	61.8	37.9	55
Compost Sold (Yards)	1,445	1,463	2,367	2046	2318.8	1339.5	2100
Yard Waste Compost sold (Yards)	-	-	-	660	849.5	1224.75	1500
Influent Processed (MGD)	3.30	3.38	3.34	3.09	3.2	3.2	3.2
Additional Sewerline Installed (Miles)	3.31	7.10	1.88	2.72	2.0	2.63	2.0
Percent of Sewer lines Cleaned to Total Miles	25%	35%	26%	34%	30%	19%	26%

STAFFING:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Wastewater Services Manager	1	1	1	1	1	1	1
Lead WW Collections Operator	0	0	0	1	1	1	1
Lead WW Maintenance Operator	0	0	0	1	1	1	1
Senior Operator	8	8	9	7	7	7	7
Operator	2	2	1	1	1	3	4
Seasonal Worker	0	0	0	1	1	2	3
Total Wastewater Division	12	11	11	12	12	15	17

SEWER FUND

Sewer 505-70-75-443	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Salaries	682,432	727,132	822,431	822,431	900,978
Overtime	22,957	34,691	30,300	30,300	35,500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	19,944	20,080	22,000	22,000	22,000
Benefits	256,576	294,059	377,546	377,546	424,735
Subtotal Personnel Costs	\$ 981,909	\$ 1,075,961	\$ 1,252,277	\$ 1,252,277	\$ 1,383,213
Contractual Services	1,197,634	961,539	1,071,191	1,076,191	1,424,711
Materials and Supplies	3,896,235	4,328,833	2,293,144	2,293,144	2,345,518
Subtotal Operating Costs	\$ 5,093,869	\$ 5,290,372	\$ 3,364,335	\$ 3,369,335	\$ 3,770,229
Total Operating	\$ 6,075,778	\$ 6,366,332	\$ 4,616,612	\$ 4,621,612	\$ 5,153,442
Total Capital	\$ (604,393)	\$ (639,345)	\$ 218,348	\$ 379,672	\$ 154,808
Interfund Transfers	\$ 1,676,363	\$ -	\$ -	\$ -	\$ 204,100
GRAND TOTAL	\$ 7,147,747	\$ 5,726,987	\$ 4,834,960	\$ 5,001,284	\$ 5,512,350

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 \$60,000, Johnson Controls HVAC Contract \$30,000, Internal services \$1,253,661, Technical Services \$47,000

Materials and Supplies - Repair & Maintenance of buildings \$81,800, Maintenance of equipment \$133,000, Maintenance of sewers \$62,000, Manhole rehabilitation \$40,000, Vehicle maintenance \$95,500, Vehicle replacement \$127,166 Rentals of equipment \$44,000, Utilities \$356,000, Natural gas \$55,000, Insurance \$125,624, Diesel \$27,505, Chemicals \$85,000, Interfund transfer to general fund to cover wastewater's proportionate cost of City West remodel, \$204,100

Capital - *Unless Noted, All Items Approved CIP* - Lab meter \$8,500, SCADA improvements \$146,308

Debt Service - SRF loan for Northland \$1,004,878 (reflected in materials and supplies line item above)

FUND: Vehicle Maintenance
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Administrative Services
CODE: 3036

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	2012-13	2013-14	Budget	Budget	Budget
			2014-15	2014-15	2015-16
Interest on Investments	8,827	8,181	7,000	7,000	9,500
Unrealized Gain/Loss	-	1,280	-	-	-
Miscellaneous	-	535	-	-	-
Interfund Operating Transfer In	563,899	230,566	2,151,948	2,151,948	-
Transfer from City Depts	1,781,491	1,835,211	1,500,114	1,500,114	1,908,034
Veh Replacement Allowance	944,100	1,226,979	-	-	1,323,652
Proceeds from Asset Disposal	-	-	-	-	-
Capital Contribution	-	-	-	-	-
Application of Unassigned Cash	-	-	280,558	2,447,969	737,542
GRAND TOTAL	\$ 3,298,317	\$ 3,302,752	\$ 3,939,620	\$ 6,107,031	\$ 3,978,728



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 six vehicles and thirteen pieces of equipment to include 262 vehicles and 315 pieces of other equipment representing a total of \$13,953,590 million in assets. In 2014, the fleet was driven 1,392,879 miles and operated 158,240 hours for an average operating cost of \$1.10 per mile and \$8.85 per engine hour.

MAJOR GOALS FOR FY 2015/2016:

- 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:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
# of Population Served	33,159	29,750	30,340	30,490	30,646	32,000	32,520
Staff: Population Ratio	1:5,527	1:4,958	1:4,334	1:4,356	1:4,378	1:4,571	1:4,571
# of City Employees (RFTE)	281.5	282.5	283.5	294.25	292	303.25	312
Staff: Employee Ratio	1:47	1:47	1:41	1:42	1:42	1:43	1:44
# of City Vehicles	198	207	238	253	255	256	262
# of Pieces of Equipment	218	226	241	245	286	302	315
# of Miles Driven	1,154,368	1,138,042	1,466,541	1,382,863	1,456,782	1,647,967	1,392,879
# of Hours Operated	111,110	125,971	163,574	150,128	162,952	171,113	158,240
Technicians: Vehicle Ratios	1:40	1:41	1:40	1:42	1:43	1:43	1:43
Technicians: Equipment Ratios	1:44	1:45	1:40	1:41	1:41	1:50	1:52
# of Vehicle Repair Work Orders	3,956	3,454	3,689	3,543	3,687	3,725	4,095

STAFFING:

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
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	4	4	4	4	4
Fleet Service Technician	1	1	1	1	1	1	1
Total Vehicle Maintenance	6	6	7	7	7	7	7

VEHICLE MAINT. FUND

Vehicle Maintenance 604-30-36-419	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Salaries	427,314	465,288	468,227	468,227	484,274
Overtime	14,950	11,200	14,971	14,971	15,676
Merit Pay Plan	-	-	-	-	-
On-Call Pay	20,633	19,473	23,826	23,826	24,945
Benefits	173,198	198,062	208,511	208,511	213,345
Subtotal Personnel Costs	\$ 636,095	\$ 694,023	\$ 715,535	\$ 715,535	\$ 738,240
Contractual Services	170,024	218,863	278,132	278,132	239,824
Materials and Supplies	1,160,557	1,211,423	1,326,653	1,326,653	1,123,864
Subtotal Operating Costs	\$ 1,330,581	\$ 1,430,286	\$ 1,604,785	\$ 1,604,785	\$ 1,363,688
Total Operating	\$ 1,966,675	\$ 2,124,309	\$ 2,320,320	\$ 2,320,320	\$ 2,101,928
Total Capital	\$ -	\$ (10,000)	\$ -	\$ -	\$ 30,000
Interfund Transfers	\$ -	\$ 10,000	\$ -	\$ 1,657,411	\$ -
GRAND TOTAL	\$ 1,966,675	\$ 2,124,309	\$ 2,320,320	\$ 3,977,731	\$ 2,131,928

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 \$236,824

Materials and Supplies - Vehicle maintenance \$63,000, Vehicle replacement \$39,855, Oils & lubricants \$34,580, Gasoline \$304,321, Diesel \$277,474, Materials & parts for vehicle repairs \$352,274

Capital - *Unless Noted, All Items Approved CIP* - Fuel Island remodel \$30,000

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.

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Balance in the Plan as of June 30	\$4,600,759	\$4,288,066	\$4,903,598	\$4,394,135	\$4,338,261	\$1,940,292	\$1,185,700

VEHICLE MAINT. FUND

Vehicle Replacement 604-30-37-419	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Rep/Maint of Vehicles	-	24	-	-	-
Light Equipment Under \$5k	-	16,853	26,500	26,500	26,500
Rep. Mach & Equip > \$5k	-	-	56,200	56,200	-
Rep. Veh. > \$10k	635,917	763,853	1,536,600	2,046,600	1,820,300
GRAND TOTAL	\$ 635,917	\$ 780,730	\$ 1,619,300	\$ 2,129,300	\$ 1,846,800

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

Contractual Services - n/a

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

Capital - *Unless Noted, All Items Approved CIP* - 1/2 Ton Pickup \$30,000, Gator \$15,000, 3/4 Ton Pickup \$42,900, Trailblazer \$26,500, Impala Sedan \$40,000, Impala K9 Unit \$42,000, Tahoe \$49,500, 1/2 Ton Pickup K9 Unit \$42,000, Malibu \$26,500, Texoma Access Machine \$133,000, Automated Compactor \$245,000, 3/4 Ton Pickup \$36,500, Two Plow/Dump Trucks @ \$165,500 each, Tractor 5225 \$55,000, 1/2 Ton Pickup \$27,500, Windrow Turner \$325,000, Sewer TV Inspection Van \$310,000, 3/4 Ton Pickup \$42,900

FUND: Health Benefit Plan
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Administration
CODE: 2022

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, 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 interest attained on the Health Benefit Plan investment held in the WyoStar account.

INSURANCE FUND**Health Benefit Plan Revenue
701-00-00-300**

	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Interest Earnings	214	319	300	300	400
Interest on Investments	3,563	2,573	2,100	2,100	2,200
Unrealized Gain/Loss	(3,325)	2,058	-	-	-
Health Plan Premiums & Cont.	3,262,428	4,104,128	4,250,000	4,250,000	4,685,000
Health Plan Retiree Premiums	253,741	231,966	220,000	220,000	275,000
Miscellaneous	-	6,390	-	-	-
Interfund Operating Transfer In	-	-	413,555	413,555	-
Application of Unassigned Cash	-	-	-	-	-
GRAND TOTAL	\$ 3,516,622	\$ 4,347,433	\$ 4,885,955	\$ 4,885,955	\$ 4,962,600

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 for the City employees who have elected coverage.

INSURANCE FUND

Health Benefit Plan 701-20-22-419	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Administrative Fees	158,611	166,574	215,000	215,000	260,000
Medical Claims	2,932,175	3,569,217	3,450,000	3,450,000	3,200,000
Prescription Claims	700,400	1,208,432	705,000	705,000	825,000
Dental Claims	227,248	253,292	230,000	230,000	245,000
ST Disability Claims	5,079	23,400	15,000	15,000	15,000
Interfund Transfers	-	-	-	-	30,000
GRAND TOTAL	\$ 4,023,513	\$ 5,220,916	\$ 4,615,000	\$ 4,615,000	\$ 4,575,000

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 702-00-00-300	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Interest on Investments	1,996	1,333	1,000	1,000	900
Unrealized Gain/Loss	-	113	-	-	-
Incident Reimbursement Revenue	84,061	358,156	50,000	50,000	100,000
Miscellaneous	-	1,286	-	-	-
Interfund Operating Transfer In	67,943	-	-	-	-
Transfer from City Depts	555,238	716,399	733,718	733,718	756,880
Application of Unassigned Cash	-	-	-	-	-
GRAND TOTAL	\$ 709,238	\$ 1,077,288	\$ 784,718	\$ 784,718	\$ 857,780



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. 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.

This past year, the City of Gillette was the only member in the Liability Pool to achieve the Level 1 Risk Management Guidelines. Achieving this goal will result in a 10% premium reduction.

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 2015/2016

- Continue to pursue methods to maintain or lower premiums
- Maintain a low claim rate
- Remain actively involved in both the Property and Liability Pools to ensure the City of Gillette is fairly represented.
- Ensure the SOV is maintained and accurate

INSURANCE FUND

Property & Liability Insurance 702-30-38-419	Actual 2012-13	Actual 2013-14	Original Budget 2014-15	Adjusted Budget 2014-15	Requested Budget 2015-16
Prop & Liab Insurance	521,734	612,184	612,018	612,018	635,680
Bad Debts	-	2,083	-	-	-
Claims	122,830	592,433	125,000	125,000	130,000
GRAND TOTAL	\$ 644,564	\$ 1,206,700	\$ 737,018	\$ 737,018	\$ 765,680

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Adopted Capital Improvement Plan



City of Gillette
FISCAL YEAR 2015-2016

City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	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)

Tightrope Cablecast and Carousel Replacement	47510	25,000					25,000
GPA Studio Set and Desk	47510	25,000					25,000
Control Room 1 Upgrade	47510		200,000				200,000
Editshare Video Server Replacement	47510		75,000				75,000
Video Camera Replacement	47510			45,000			45,000
Character Generator Replacement	47510				20,000		20,000
CH Community Room Upgrade	47510					150,000	150,000
Public Access - Total		50,000	275,000	45,000	20,000	150,000	540,000

DIV: Special Projects

Capital Requests (items \$5000 or over)

City West Construction/Remodel*	47210	2,082,651	2,876,496				4,959,147
HVAC Project Upgrades*	47210	112,063	190,000	50,000		300,000	652,063
AVA Roof Replacement*	47210	250,000					250,000
Gillette Aquatic Park	47310		7,000,000				7,000,000
Special Projects - Total		2,444,714	10,066,496	50,000	0	300,000	12,861,210

ADMINISTRATION TOTAL		2,499,714	10,346,496	100,000	25,000	455,000	13,426,210
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
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DEPT: FINANCE

DIV: Warehouse

Capital Requests (items \$5000 or over)

Warlow Yard Entrance Road	47510	300,000					300,000
Warehouse - Total		300,000	0	0	0	0	300,000

FINANCE TOTAL		300,000	0	0	0	0	300,000
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DEPT: ADMINISTRATIVE SERVICES

DIV: Geographic Information Services

Capital Requests (items \$5000 or over)

Trimble R10 GPS Rover	47510	28,165				30,000	58,165
HP DesignJet T7200 Plotter	47510	16,500				20,000	36,500
Geographic Information Svcs. - Total		44,665	0	0	0	50,000	94,665

City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
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DIV: Information Technology Services

Capital Requests (items \$5000 or over)

Upgrade Microsoft Servers to 2012	47510	84,500	21,500	45,000	80,000	53,000	284,000
Storage Area Network Upgrade/Blades/Additions	47510	161,000	120,000	190,000	70,000	150,000	691,000
Switch Upgrades & Replacements	47510	76,600	130,000	27,000	80,000		313,600
Tyler Meeting Manager for Tyler Content Manager	47510	41,110					41,110
Security System / Access Control	47510	12,000	35,000	24,000	5,000		76,000
Replacement Servers	47510		40,000	16,000	37,000	12,000	105,000
Replacement Tape Drive	47510			74,000			74,000
Information Technology Svcs. - Total		375,210	346,500	376,000	272,000	215,000	1,584,710

DIV: Vehicle Maint. / Fleet Rentals

Capital Requests (items \$5000 or over)

Fuel Island Remodel	47510	30,000	120,000				150,000
Fleet Rental - Total		30,000	120,000	0	0	0	150,000

ADMINISTRATIVE SERVICES TOTAL		449,875	466,500	376,000	272,000	265,000	1,829,375
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
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DEPT: POLICE

DIV: Police

Capital Requests (items \$5000 or over)

Electronic Citation Project (grant revenue of \$85k)	47510	151,405					151,405
Spillman Mobile Law Forms Module	47510			32,000			32,000
Mobile Radio Replacement	47510					80,000	80,000
High Volume Copier for Police Department	47510					15,000	15,000
Police - Total		151,405	0	32,000	0	95,000	278,405

POLICE TOTAL		151,405	0	32,000	0	95,000	278,405
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DEPT: PUBLIC WORKS

DIV: Swimming Pool

Capital Requests (items \$5000 or over)

UV Water Treatment	47510	50,000					50,000
Climbing Wall	47510		30,000				30,000
Playground Surface Replacement	47510		21,000				21,000
Turbine Pump w/ 30HP Motor	47510			22,000			22,000
Swimming Pool - Total		50,000	51,000	22,000	0	0	123,000

PUBLIC WORKS TOTAL		50,000	51,000	22,000	0	0	123,000
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
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DEPT: DEVELOPMENT SERVICES

DIV: Traffic Safety

Capital Requests (items \$5000 or over)

Pavement Marking Retroreflector	47510		45,000				45,000
Traffic Safety - Total		0	45,000	0	0	0	45,000

DIV: Planning

Capital Requests (items \$5000 or over)

Replacement Wide Format Scanner	47510	25,000					25,000
Planning - Total		25,000	0	0	0	0	25,000

DEVELOPMENT SERVICES TOTAL		25,000	45,000	0	0	0	70,000
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GENERAL FUND TOTAL		3,475,994	10,908,996	530,000	297,000	815,000	16,026,990
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
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DEPT: UTILITIES

DIV: Electrical Engineering

Capital Requests (items \$5000 or over)

Fiber Improvements	47430	216,940	204,500	164,820	239,530	0	825,790
Electrical Engineering - Total		216,940	204,500	164,820	239,530	0	825,790

DIV: Madison Project

Capital Requests (items \$5000 or over)

Gillette Madison Pipeline Project	47411	29,319,100					29,319,100
Gillette Regional Water - District Extensions	47414	14,050,000	11,800,000	12,150,000	12,750,000		50,750,000
Madison Project - Total		43,369,100	11,800,000	12,150,000	12,750,000	0	80,069,100

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	71,860	117,240	56,600	37,143	14,400	297,243
ChoiceConnent - Fixed Meter Upgrade	47510			200,000	200,000		400,000
Water Fund - Total		616,860	662,240	801,600	782,143	559,400	3,422,243

City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
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DIV: Power Fund

Capital Requests (items \$5000 or over)

WYGen III Capital Projects	47810	902,543	326,056	1,090,401	349,380	645,101	3,313,481
CT II Capital Projects	47815	565,624	25,750	25,750	25,750	25,750	668,624
New Distribution Lines (\$1.5M/year from 1% Fund)	47430	1,859,000	1,859,000	1,925,000	1,925,000	1,925,000	9,493,000
New Distribution Lines Primary Cable	47430	315,000	315,000	330,000	330,000	330,000	1,620,000
Land, Easements, ROWs	47110	500,000	500,000	500,000	500,000	500,000	2,500,000
Unit 49 Backyard Machine	47510	25,000					25,000
SCADA Upgrades - Electrical Services	47520	24,750	24,750	24,750			74,250
Fault Wizard	47510		9,500				9,500
69KV Lines & Union Chapel Substation	47110		5,000,000				5,000,000
Crestview Annexation - PRECorp/System	47110		2,000,000				2,000,000
Antelope Valley Subdivision - PRECorp/System	47110			2,500,000			2,500,000
Antelope Valley Business Park - PRECorp/System	47110			1,000,000			1,000,000
Advanced Metering Infrastructure (AMI) Program	47510			200,000	200,000		400,000
Power Fund - Total		4,191,917	10,060,056	7,595,901	3,330,130	3,425,851	28,603,855

City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
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DIV: Sewer Fund

Capital Requests (items \$5000 or over)

Lab Meter	47510	8,500					8,500
SCADA Upgrades - Wastewater	47520	146,308	8,000				154,308
Extended Cab Pickup	47610			45,000			45,000
Yard Waste High Speed Chipper	47510					350,000	350,000
Sewer Fund - Total		154,808	8,000	45,000	0	350,000	557,808

UTILITIES TOTAL		48,549,625	22,734,796	20,757,321	17,101,803	4,335,251	113,478,796
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UTILITIES TOTAL LESS MADISON		5,180,525	10,934,796	8,607,321	4,351,803	4,335,251	33,409,696
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Capital Requests Total w/ Madison		52,025,619	33,643,792	21,287,321	17,398,803	5,150,251	129,505,786
Capital Requests Total w/o Madison		8,656,519	21,843,792	9,137,321	4,648,803	5,150,251	49,436,686

City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
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1% Projects							
Pavement Management System							
Pavement Management System	44331						
Alley PMS	44331	3,600,000	3,600,000	4,200,000	4,200,000	4,200,000	19,800,000
Pavement Rehabilitation - Large Patches	44331	275,000	275,000	275,000	275,000	275,000	1,375,000
PAVER - PMS Inventory	44310	150,000	150,000	150,000	150,000	150,000	750,000
Parking Lots Rehabilitation	44331	100,000	100,000	100,000			300,000
WWTF Pavement Replacement Project	44331		375,000		375,000		750,000
Pavement Management System - Total	44331	4,125,000	4,500,000	4,725,000	7,200,000	4,625,000	25,175,000
Sidewalk Repairs							
Sidewalk Repairs - Annual Program	44332						
Pathway Repairs - Annual Program	44332	100,000	100,000	100,000	100,000	100,000	500,000
Sidewalk Repairs - Total	44332	225,000	225,000	225,000	225,000	225,000	1,125,000
Land/Easements/ROWS							
Contracts - Legal & Surveying	47110						
SWMP - Land Acquisitions for Regional Detention	47110	20,000	20,000	20,000	20,000	20,000	100,000
Western Drive Corridor - ROW Acquisitions	47110	250,000	250,000	250,000	250,000	250,000	1,250,000
Land/Easements/ROWS - Total	47110	345,000	420,000	420,000	420,000	420,000	2,025,000
Buildings							
Downtown Public Facilities Enhancement Project	47210						
Buildings - Total	47210	600,000	0	0	0	0	600,000
Beautification Programs							
Beautification Projects along Major Streets	47301						
Spring Cleanup	47301	200,000	400,000	400,000	400,000	400,000	1,800,000
Beautification Programs - Total	47301	400,000	600,000	600,000	600,000	600,000	2,800,000

City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
Park Improvement	47311						
Irrigation Improvements	47311	605,000	430,000	435,000	407,000	300,000	2,177,000
Park Improvements	47311	340,000	321,000	300,000	400,000	400,000	1,761,000
Parks Improvements - Total	47311	945,000	751,000	735,000	807,000	700,000	3,938,000
Street Enhancements	47401						
Boxelder Road Improvements - 4J to Hwy 59	47401	824,000	5,520,000				6,344,000
Lakeway Rd. Intersection Improve @ Hwy 59	47401	139,000	600,000				739,000
6th Street Reconstruction - 4J to Gillette Ave.	47401			150,000			150,000
Foothills Boulevard Curves/Drainage	47401			300,000	1,925,000		2,225,000
Axel's Avenue Reconstruct - South of Hwy 51	47401					3,220,000	3,220,000
Street Enhancements - Total	47401	963,000	6,120,000	450,000	1,925,000	3,220,000	12,678,000
Streets & Major Road Extensions	47402						
Transportation Studies & Master Plan Update	47402	150,000	10,000	10,000	10,000	10,000	190,000
Boxelder Rd Ext - Skyline to Overdale	47402	2,064,000					2,064,000
Boxelder Rd Ext - Phase 3 - Burma to Skyline	47402	3,075,000					3,075,000
Axel's Ave Ext - Boxelder to Garner Lake Rd	47402			5,300,000			5,300,000
Madison St & KG Drive Extensions	47402			300,000	1,650,000		1,950,000
Grade Separated Railroad Crossing	47402				300,000	3,000,000	3,300,000
Streets & Major Road Extensions - Total	47402	5,289,000	10,000	5,610,000	1,960,000	3,010,000	15,879,000
Traffic Signals	47403						
Traffic Signal Installations	47403	300,000		300,000		300,000	900,000
Pedestrian Crossing Enhancements	47403	179,300		80,000		80,000	339,300
Traffic Signals - Total	47403	479,300	0	380,000	0	380,000	1,239,300

City of Gillette -- Proposed Capital Improvement and 1% Plan 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
Bridges	47404						
Gurley Overpass Repairs	47404	125,000	15,000	240,000	15,000	125,000	520,000
Bridges - Total	47404	125,000	15,000	240,000	15,000	125,000	520,000
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 Stabilization	47405		2,000,000				2,000,000
Fishing Lake Imp - Dredging	47405			1,750,000			1,750,000
Westover Park Detention Pond	47405		120,000	1,320,000			1,440,000
Regional Detention Ponds	47405			300,000	3,700,000	300,000	4,300,000
Drainage Projects - Total	47405	200,000	2,320,000	3,570,000	3,900,000	500,000	10,490,000
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	3,000,000	3,300,000	2,400,000	1,900,000	6,100,000	16,700,000
Water Main to Gillette College Ag/Rodeo Facility	47410	305,000					305,000
Water Mains - Total	47410	3,305,000	3,300,000	2,400,000	1,900,000	6,100,000	17,005,000
Water Transmission Lines	47411						
Madison Rehab - Ph III Deep Ground Anodes	47411	820,000					820,000
Zone 2 Storage & Water Transmission Improve.	47411				12,300,000		12,300,000
Water Transmission Lines Total	47411	820,000	0	0	12,300,000	0	13,120,000
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 2016-2020

Description	Account	Fiscal Year 15-16	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Total
Water Storage/Reservoirs	47413						
Concrete Apron Z1-R4 Tank / Z1-R5 Driveway	47413	425,000					425,000
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	425,000	900,000	0	1,300,000	0	2,625,000
Sanitary Sewer Mains	47420						
Sanitary Sewer Main Replacement	47420	2,600,000	3,600,000	1,600,000	1,200,000	3,400,000	12,400,000
WWTF Screening Replacement Project	47420				1,400,000		1,400,000
Sanitary Sewer Mains - Total	47420	2,600,000	3,600,000	1,600,000	2,600,000	3,400,000	13,800,000
Rail Spur Modification - Total	47450						0
Community Contributions	49004						
Youth, Senior & Community Contributions	49004	1,000,080	1,100,000	1,100,000	1,100,000	1,100,000	5,400,080
Service Agency Capital Contributions	49004	15,000					15,000
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
Air Service Subsidy	49010	250,000	250,000	250,000	250,000	250,000	1,250,000
Donkey Creek Festival Funding/1% Education	49010	47,500	47,500	47,500	47,500	47,500	237,500
DCF Improvements at Old Main	49010	200,000					200,000
Community Contributions - Total	49004	1,897,580	1,782,500	1,782,500	1,782,500	1,782,500	9,027,580
Transfer Out	49110						
Transfer to Power Fund for New Distribution Lines	49110	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000
Transfer Out - Total	49110	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000
Contingency - Total	49204	0	0	0	0	0	0
1% Projects - Total		24,318,880	26,456,500	24,716,500	40,987,500	27,085,500	143,564,880

Total 1% Budgeted Revenue 24,318,880
Surplus/(Deficit) 0

Adopted Funding Requests



City of Gillette
FISCAL YEAR 2015-2016

City of Gillette
Summarized Funding Requests for Fiscal 2015-16
Outside Agencies, Social Services Agencies, & Other Agencies

	2011-12 City FUNDING	2012-13 City FUNDING	2013-14 City FUNDING	2014-15 City FUNDING	2015-16 City FUNDING REQUEST	2015-16 City APPROVED FUNDING
AGENCY REQUESTS FUNDED THROUGH 1%						
1 American Legion Post 42 Baseball	\$ 20,000	\$ 20,000	\$ 19,551	\$ 20,000	\$ 20,000	\$ 19,000
2 American Red Cross	\$ 20,000	\$ 20,000	\$ 19,551	\$ 18,000	\$ 18,000	\$ 18,000
3 AVA	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
4 Boys & Girls Club of Campbell County	\$ 67,000	\$ 67,000	\$ 65,497	\$ 67,000	\$ 67,000	\$ 67,000
5 Boys & Girls Club Pre-School	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -
6 Campbell County Adult Drug Court	\$ 15,000	\$ 15,000	\$ 14,664	\$ 14,500	\$ 15,000	\$ 15,000
7 Campbell County Parks & Recreation-Bell Nob Golf Course	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
8 Campbell County Parks & Recreation-July 4th	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
9 Campbell County Reading Council	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -
10 CASA Volunteers	\$ 55,000	\$ 55,000	\$ 53,766	\$ 55,000	\$ 63,638	\$ 60,000
11 CLIMB Wyoming	\$ 29,500	\$ 29,500	\$ 28,838	\$ 29,500	\$ 29,500	\$ 29,500
12 Council of Community Services	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
13 Energy Classic - Holiday Basketball Tournament	\$ 4,000	\$ 4,000	\$ 3,910	\$ 4,000	\$ 4,000	\$ 4,000
14 Gillette Abuse Refuge Foundation	\$ 64,000	\$ 64,000	\$ 62,564	\$ 64,000	\$ 64,000	\$ 64,000
14a Gillette Abuse Refuge Foundation-Capital	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
15 Gillette Girls Fastpitch Association	\$ 10,000	\$ 10,000	\$ 9,776	\$ 10,000	\$ 10,000	\$ 10,000
16 Gillette Golf Club	\$ 50,000	\$ 50,000	\$ 48,878	\$ 50,000	\$ 50,000	\$ 50,000
17 Gillette Hockey Association	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ 5,000
18 Gillette Main Street	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 40,000
19 Gillette Reproductive Health	\$ 30,000	\$ 30,000	\$ 29,327	\$ 30,000	\$ 30,000	\$ 30,000
20 Gillette Young Life	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
21 Gillette Thunder Speedway	\$ 25,000	\$ 25,000	\$ 24,439	\$ 25,000	\$ 25,000	\$ 20,000
22 Fur Kids Foundation	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -
23 High Plains Energy Technology Center Found.	\$ 4,500	\$ 2,500	\$ 2,444	\$ -	\$ -	\$ -
24 Juvenile & Family Drug Court	\$ -	\$ 15,000	\$ 14,664	\$ 14,664	\$ 14,664	\$ 14,664
25 Life RU Ready?	\$ 10,000	\$ 5,500	\$ 5,377	\$ 5,500	\$ 5,500	\$ 5,500
26 Pat Weede Memorial Tournament - Camel Wrestling Club	\$ 2,500	\$ 2,500	\$ 2,444	\$ 2,500	\$ 2,500	\$ 2,500
27 Personal Frontiers, Inc.	\$ 30,000	\$ 30,000	\$ 29,327	\$ 30,000	\$ 30,000	\$ 30,000
28 Powder River Symphony	\$ 10,000	\$ 10,000	\$ 9,776	\$ 10,000	\$ 15,000	\$ 10,000
29 RENEW-Gillette	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
30 Salvation Army	\$ 23,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -
31 Second Chance Ministries	\$ 15,000	\$ 15,000	\$ 14,664	\$ 15,000	\$ 15,000	\$ 15,000
31a Second Chance Ministries-Capital	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -
32 Senior Citizens Center	\$ 350,000	\$ 350,000	\$ 342,149	\$ 342,149	\$ 315,116	\$ 315,116
33 Serve Wyoming	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -
34 Society of Petroleum Engineers-Crawfish Boil	\$ 1,000	\$ 1,000	\$ 978	\$ -	\$ 1,000	\$ 1,000
35 Wyoming Senior Citizens, Inc.	\$ 800	\$ 800	\$ 782	\$ 800	\$ 800	\$ 800
36 YES House	\$ 150,000	\$ 150,000	\$ 146,635	\$ 150,000	\$ 175,000	\$ 150,000
36a YES House Foundation Bldg. Request	\$ -	\$ 1,463,800	\$ -	\$ -	\$ -	\$ -
Sub - Total Agency Operating Requests	\$ 1,080,800	\$ 1,051,800	\$ 950,000	\$ 1,021,613	\$ 1,062,718	\$ 1,000,080
Sub - Total Agency Capital Requests	\$ -	\$ 1,463,800	\$ -	\$ -	\$ 90,000	\$ 15,000

OTHER AGENCIES (GF - Special Projects)

1 CC Economic Development	\$ 120,000	\$ 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	\$ 25,000	\$ 12,500
3 Campbell County Conservation District	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
4 CCPRD - Watering at Lasting Legacy Park	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Sub - Total Other Agencies	\$ 140,700	\$ 125,700	\$ 132,500	\$ 132,500	\$ 160,000	\$ 147,500

GRAND TOTAL (net of Bldg. Requests)

GRAND TOTAL	\$ 1,221,500	\$ 1,177,500	\$ 1,082,500	\$ 1,154,113	\$ 1,222,718	\$ 1,147,580
GRAND TOTAL Building Requests	\$ -	\$ 1,463,800	\$ -	\$ -	\$ 90,000	\$ 15,000
*TOTAL Requests	\$ 1,221,500	\$ 2,641,300	\$ 1,082,500	\$ 1,154,113	\$ 1,312,718	\$ 1,162,580