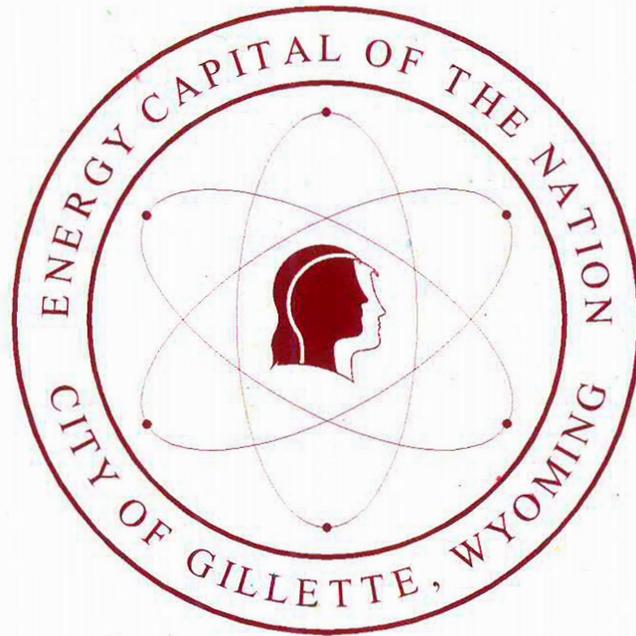


# Adopted Operating Budget & Capital Improvement Plan



**City of Gillette**  
**Fiscal Year 2016-2017**

# CITY OF GILLETTE, WYOMING

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May 10, 2016

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 2017<sup>i</sup>

## Introduction

Pursuant to the direction of the City Council and as required by State law, the proposed Fiscal Year 2017 (FY 17) 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 17. 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 17; 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 17 is **\$110,649,739**.<sup>ii</sup>

## Summary Overview

Upon reviewing the budget message written this time last year, there was a discernable tone of question around the idea of whether or not declines would ensue. The Council wisely authorized a number of reserves to be set aside in anticipation that if the revenues of the day were an anomaly, the City would be better positioned to respond to disruptions economically. That direction was positively on the mark in that the onset of aggressive declines was much of what staff faced and Council discussed for most of FY 16. The preparations for FY 17 involved discussions that may have never been had in Council meetings for the last twenty years. While the discussion of doing things more efficiently is never a bad dialogue to have, the proposals included for the FY 17 budget go far beyond simply tightening the financial belt. This budget proposal is designed around the idea of providing City services in not only a different way, but in a dramatically reduced fashion. Much of the discussion for FY 17 will certainly include the idea that reserves and cash balances will play an integral role in cushioning the blow as the organization and community struggles to find the new normal in revenue accumulation. The even greater challenge however, is that the new normal may not present itself for a couple years. Reviewing the budget message this time next year may be the only satisfaction we have for making the tough decisions that this budget will require at this point in the history of our community.

## **Revenues**

### *General Fund*

Revenues in the general fund are a typical 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 necessarily have a direct impact in the enterprise funds.

Surprisingly, it has been difficult to communicate the real impact that declining revenues presents the organization. It is hard to deconstruct the paradigm associated with the typical assumption that when you save expense you have surplus revenue to either supplement other expenses or build cash balances. The other difficulty is that where expenses do not match revenues, reserves are used to make up the balance. In many ways, this transforms reserves into a revenue stream particularly when it is operations or ongoing costs that are being supplemented.

Sales tax receipts for FY 16 have been falling since first quarter. Sensing this trend, staff has been pushing back against operational expenses since that time particularly in the general fund. Sales taxes for FY 16 general fund were budgeted at \$25M. As of the writing of this message, the City's general fund has received a total of \$16.5M (beginning of quarter 4, FY 16.) The proposal for FY 17 is \$17.4M in sales tax receipts, general fund, which assumes a less aggressive receipt rate than FY 16 actuals are suggesting currently. The difficulty will come if sales tax receipts drop lower than anticipated creating another year of tamping down expenses in the general fund to get closer to living within our means.<sup>iii</sup> Staff is trying to take a position of not overreacting, while preparing and planning for trigger points if receipts in this category should worsen requiring more aggressive containment measures.

The unique difficulty that the City of Gillette has is that of the obligations outside of the organization. The Complex and the Fire Department submit capital requests every year to the City and the County. However, capital revenues are projected to have disappeared in FY17 over and above what the student housing project will require. Consequently, any projects requiring capital dollars that are not covered with the limited residual dollars over and above operational needs in the general fund, are not being recommended for funding. As an example, the general fund will support \$112K in the City's capital program for technology needs and that is it. The Fire Department will likely get some capital support simply because there are residual dollars through the Consensus program of the previous biennium.<sup>iv</sup> The budget does not anticipate any capital dollars allocated for Complex projects unless Council decides to take dollars out of City reserves for that purpose(s).

FY 17 will be the first year that debt service payments will be needed for the student housing project in an amount of approximately \$1.1M. The proposed budget suggests that the dollars received from the State through the direct distribution program will cover that

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obligation. The Legislature through its actions of this session hampered the benefits historically provided Gillette in excess of \$1M over the last biennium.<sup>v</sup> Should this program continue to degrade the receipts to Gillette, the City will need to turn to reserves to provide for this obligation.

For FY 17, the City will pursue 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.<sup>vi</sup> The City will work to create an assessment district to assess property owners in the Interstate Industrial Park for the construction of their utilities while using 1% dollars to provide for the streets portions of this project. 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 design a staging and audience area to better facilitate the growing Donkey Creek Festival. The efforts to pursue Federal dollars for the pathway connection from Dalbey to the Energy Capital Sports Complex will pay off in FY 17 as well. The City will commence work on this project netting \$240K with matching dollars coming through 1%. 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.

Another effort along these lines (albeit not capital) is that of trying to find dollars to bolster the Police Department. As this budget suggests, the Police force is being reduced in order to meet slackened revenue projections. As Council is aware, Police is recommending a reduction in the School Resource Officer program. In the absence of dollars needed to maintain five officers in our schools, staff is pursuing Federal dollars to provide funding for the two positions the PD is removing from the proposed budget<sup>vii</sup>. Should those dollars come to pass, it is anticipated that those positions could be funded for the next three years. In the hopes that sales tax revenues find their floor, this program should be maintained throughout the bulk of the downturn. Furthermore, we recently learned that the VOCA/VAWA program has extra dollars available for the City of Gillette in the amount of \$50K which has the result of reducing our match for the Victim Witness staff to historically minimal levels.

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 and/or 1% would have in providing the balance needed. Staff will continue to look for ways to extend dollars we do have on hand to get needed projects done and services provided for cents on the dollar.

### 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. Council has also allowed for the use of 1% dollars supplementing 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.<sup>viii</sup> Staff recommended to Council a departure from past practices and suggested no growth

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in the network expansion over FY 17. Consequently, the revenue that would ordinarily come in as a result of growth in each of the networks cannot be used to offset increases in user fees.

Staff has also assumed the worst case scenario as it relates to costs associated with annexation. Staff is working right now on driving those costs downward in the event annexation is a primary focus over the next three years. As an example, the evaluation of entering a franchise agreement with PreCorp for power service in potentially annexed areas including Crestview and Antelope Valley should be conducted. Should Council decide to adopt this approach, several million dollars of expense in the power fund could be avoided and/or deferred in the form of equipment purchases, revenue reimbursement, and stranded cost reimbursement.

Another implement Staff proposes for this budget is that of setting trigger points in place in the event of network shrinkage. Each of the enterprises are different of course, but with each 500 people that migrate out of our community, staff is aware how much by way of expenses are needed to be reduced to match slackening charges for services. Staff is prepared to implement those containment measures at various thresholds as they are met. Power is the fund that probably has the smallest percentage of costs relating to personnel. Solid Waste on the other hand, is the enterprise that has the greatest percentage relating to personnel costs.

A review of the revenue requirements for each of the utilities is discussed below.

### Water

Water is a good example of a fund that has not needed a rate increase for a few years now. However, with regard to the fact that regional customers are coming online in CY 16 and into FY 17, a reconciliation of the ways in which regional customers and City/internal customers are charged is needed. The result is that a fee of \$5.50 for all of our customers was implemented on top of the need to remove the 3,000 gallons of water use that has historically been granted in the base rate. The benefit of this move is that the model is now more reflective of the costs of providing water services to our customers both regional and internal to the City.

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 the traditional manner 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. Should the community lose 500 people, the loss in accounts would require about \$120K in reduced expenses to make up the shortfall. Assuming that the population figures don't exceed these estimates, this would likely be made up in reduced capital. The good news is that Water has already reduced by more than twice that amount so as to be ahead of this possibility to some degree.

#### 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 the projections of recent years. If tipping fees remain flat at \$75/ton, gas prices remain low, and other programs are not brought on in this fund, this fund could remain very viable.

The financial environment for this fund will change however, when the transfer station on Westover shuts down and all operations will be relocated to the North facility 12 miles outside of town. The County has also indicated that recycling will not be supported at the new facility. Efforts are underway now to better understand what costs for the solid waste fund could be if no measures are taken to save costs. Serious conversations about a pay as you throw program in tandem with a well-designed recycling program should be entertained. All of this would be aimed at taking less trips out to the new landfill location. FY 17 will be the year to make progress in this regard so that the integrity of the fund can be maintained as well as possible in the event of the County's transition.<sup>ix</sup>

#### 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 March 2016. Council has seen fit to maintain the activity of this fund in and around its optimal operating condition instead of allowing it to dip closer to reserves. While there will be some needed construction activity that will bring a responding dip in the behavioral curve towards reserves for next fiscal year (FY 18), the outlook for this fund would indicate that to be temporary.

The wastewater fund will use \$3.2M of 1% dollars to offset the costs of much needed sewer repairs for FY 17. For a \$9M 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 \$2.50 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. Should the community lose as many as 500 people, the fund will need to reduce its expenses by \$61K.

#### Power

The power fund is only rivaled by the general fund in its sheer size and has unique aspects to its character. Because of its size and its relative lack of dependence upon personnel costs like the other funds, this fund feels a proportionately smaller loss with regard to 500 folks leaving the community. The fund would need to make up about \$200K in the advent of this type of out migration. While a great deal of the fund is dedicated to wholesale power purchases it is possible that reduced power consumption would save those dollars as

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well.<sup>x</sup> The purchases of WyGENIII and CTII bring with them not only significant debt service, but also large capital projects that obligate the fund as well. Annexations place a heavy burden upon the power fund in that so much is required to convert service from PreCorp to City service.<sup>xi</sup>

For FY 17, \$390K will be needed from the fund for WGIII's Pollution Control. As Council is aware, with regard to repairs needed at the WGIII plant, only 23% of the cost is allocated back to the City in that the City has a 23% ownership stake. The repairs include:

- O2 Probe Replacement (Emissions Monitoring) - Converting to a better technology which is not prone to plugging and malfunction.
- Stack Elevator Safety - The Elevator inside the stack is in need of repairs and safety improvements.
- Ash System Upgrade - Correcting a design deficiency. Project will split the fly ash from the bottom ash (corrosive). Only fly ash will be recirculated into the plant. Bottom ash will be removed from the cycle.
- Misc. Work - Valve and other mechanical repair work and Safety improvements.
- Pulverizer Major-1C - One of three pulverizers. Each is overhauled every 3 to 4 years depending on condition.

It does not appear that the City will be assessed any repairs to CTII for FY 17 of which we would share 100% in those costs.

Staff is encouraged by how well the transition in the Southern Industrial Park is taking place. More than half of the park is transitioned to City power service with major portions of work complete in the ensuing phases. It is anticipated that by the start of FY 17 only \$500K will be rolled into the new fiscal year to complete the balance of work needed to convert to City service.

Last year was the first year that 1% dollars were used to help offset nearly \$2M in system upgrades and replacements which was a big success. It is anticipated that about \$1.1M will be allocated to distribution lines again this year, a portion of which could be dedicated to serving the new activated carbon industrial park.<sup>xii</sup>

The great news for the power fund is that once 2020 comes 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 again. This will be a welcome condition given some of the heavy lifting the fund has had over the recent years. If some of the expense containment ideas for this fund work, there is a strong possibility that the operating condition could be closer to ideal sooner than the 2020 forecast. Hopefully when this time comes around, many of the economic impacts that are currently being experienced will be weathered appropriately as well.

Expenses

Staff has prepared a budget that proposes tremendous differences in expenses from years past. Staff has reimagined the ways in which services can be provided to the public in order to realign with the new revenue streams, particularly in the general fund. Staff has had a number of discussions regarding new ways to mow, provide police services, conduct recycling, and even printing services among a number of other service adjustments. The efforts at doing this throughout FY 16 have paid off in that despite the significant drops in revenues, staff was able to stifle expenses to the point that only \$700K is projected to be needed from reserves to make up the difference for FY 16.<sup>xiii</sup>

The problem is that when it comes to stifling expenses further if/when a new revenue floor is discovered, the measures needed to recover those expenses will be much more foundational and more complex to implement thereby requiring more time to fully realize the cost benefit.

Further complicating the matter for the City's preparations include the growing contributions being required for the operations for both the Fire Department and the Camp complex operations. For FY 17, the Land Board and Fire Board presented a combined total of \$7.6M for both the County and the City (and Wright) to consider for operational funding requests. For the operations at the Camp complex, the City will move to an 18% funding model being proposed for FY 17. This will amount to a total of \$590,570, which represents a roughly \$50K savings over last year. Part of the funding challenge that the City has is that the percentage being committed to paying compared to last year did increase by 1% thereby eroding some of the savings the City would have otherwise incurred over last year, particularly since the Land Board did authorize a number of budget cuts.

The Fire Department obligations pose some interesting challenges as well. This year the City is proposing to provide \$880,305 compared to an operational contribution of \$1,009,600 for FY 16. While the City will enjoy a savings of \$129,295 this year, the City will likely have a 5% increased contribution on the part of its residents for fire service starting in FY 18. Furthermore, a 5% additional increase will be required for each year after that until which time the City provides an equivalent of 40% of the Fire Department's operations compared to the 20% the City is obligated to now. Whether this change is right or wrong, the reality is that in four years, the City will have to find a way to provide as much as \$1M in either additional revenue or savings from expenses in the Fire Department or in the City's general fund to make that difference happen.

While these relationships seem as though they can be difficult to manage from time to time, the partnership leverages the successful operation of two very expensive agencies. The combined budgets of the two agencies are \$10M for a combined operational contribution from the City of \$1.4M for FY 17.<sup>xiv</sup> This equates to a \$.14 investment by the City for every dollar expended toward the

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services provided by the two joint powers boards to our community. 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.

The MOU that exists between the College, City, County, Hospital, BOCHES, and the School District for operational funding to Gillette College has now expired. 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.<sup>xv</sup> The College has requested to renew that agreement for another three years. Staff recommendation will be to hold steady at the current rate. Council will need to determine if indeed the scarcity of funds being presented currently warrants sustained support or support at a rate proportional to the loss of 1% dollars being received by the City.

### 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.<sup>xvi</sup> The 1% dollars are not used to offset any operations or costs to facilitate these projects by City staff. This is a critical understanding in regards to the use of these dollars in that Council recently asked that City staff be more involved in the oversight of projects than they ever have been before. The idea being that if the City spends less 1% project dollars on external engineering services and instead uses internal engineering staff for construction management and oversight, more 1% dollars then become available for hard construction and materials costs. Some municipalities view this idea as an opportunity to allocate general fund-based engineer salaries to 1% projects in order to draw 1% dollars into the general fund thereby offsetting revenue deficiencies in the non-1% sales tax dependent general fund. Staff recommends that using this practice as an aid to the general fund would not be consistent with what the voters envisioned for use of the 1% dollars.

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. However, Council set aside dollars last year for specific projects in order to get a start on very large projects needing many years of investments to get complete. Because of Council's foresight, staff has been able to deconstruct those "savings" accounts to fund a year's worth of capital being proposed for FY 17 (albeit on a smaller scope than years past.) This is the first time that staff has proposed a budget for 1% that does not rely upon projected dollars to do projects on a current basis. In other words, the entire FY 17 capital program will be funded by dollars we have on hand currently. The result in this approach is that for the years moving forward, the receipts gathered throughout the year will be used to drive the projects being planned for the ensuing fiscal year.

For FY 16, streets projects required an unusually high amount of the 1% dollars. The Boxelder extension used in excess of \$5M alone to complete the Burma to Overdale connection.<sup>xvii</sup> The east end of Boxelder is being designed for the construction necessary to straighten out the "S" curve and provide some resurfacing and potential widening in FY 17. The projects being considered for the 1% fund in FY 17 include:

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- 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 in conjunction with the LID being proposed by the adjacent neighbors aimed at extending utilities into the area.
- Water Main Replacements – The Water Main Replacement budget request is for 3300 LF of 6" water line in the Sage Valley area which will replace 6" PVC pipe installed in 1981 that has experienced numerous failures.
- Sewer Main Replacements – The Sanitary Sewer Replacement budget request is for 4000 LF of 8" and 10" in four different subdivisions ranging in installation dates from 1948 to the early 1980s.
- Power – Examples of the uses of 1% dollars would include: Upgrade of 15000' of direct buried distribution lines to new conduit and cable. Overhead to underground conversion along the West side of Hwy 59 from Arapahoe to Donkey Creek. Extension of feeder 34 and 23 into the area along 3rd Street from Gurley to Gillette Avenue for 4KV-25KV conversion. This will provide a redundant feed from the East into Gillette Avenue and into the area West of Gillette Avenue from 1st to 12th.

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. A couple good examples include the dollars garnered through the fuels taxes geared at completing streets projects which could exceed \$1M. Smaller examples include the dollars awarded to the City to do the Dalbey Park and Energy Capital Sports Complex pathway as well as the Donkey Creek Festival gathering area.

Gillette Regional Water Supply Project

FY 17 will be another year of achieving a number of construction benchmarks toward the completion of the Gillette Regional Water Supply Project and moving into the regional connections phases. The estimated total for projects completed and currently under contract is \$169,955,848 (including design, ROW acquisition, construction, and inspection services), leaving \$47,664,152 in projects to be completed. 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 the current fiscal year and what is on the horizon for FY 17.

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 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, 2015).....	\$16,341,435.00
Wyoming's Share of the Federal AML Funds (2011, 2012, 2013, 2015)....	\$88,427,070.00

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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<sup>xviii</sup>

**Total Funding RECEIVED to Date – All Sources.....\$265,120,358.00**

The FY 17 Budget Request for this project includes significant capital outlays. The FY 17 construction program includes the following carry-over contracts as well as new construction contracts.

- Construction Contracts Awarded and under construction
  - Contract 2a - 3 New Madison Production Wells
  - Contract 4b, 4c, 4d and 4f - Treated Water Transmission Pipeline from Wyodak to Moorcroft, and Pine Ridge Area pipelines
  - Contract 4e - Treated Water Transmission Pipeline from Moorcroft to Pine Ridge Area
  - Contract 5 - Donkey Creek Pump Station
  - Contract 6 - Pine Ridge Tank
  - Contract 7 - Pine Ridge Disinfection Facility
- Construction Contracts Pending
  - Contract 2b - Well Field Piping, Pumps and Equipment
  - Contract 8 - 18-inch Pump Station 1 Discharge Transmission Pipeline Extension, Gurley Ave to Wyodak Blending Facility

The FY 17 Budget Request includes carryover funding to complete 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 is expected to reach Final Completion in July, 2016.

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To date, the Wyoming State Legislature has appropriated and the Governor has approved \$6,994,800 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

WWDC Grant for Priority II Extensions for 67% of Design and ROW Acquisition \$562,800.00

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

City's \$20M share for 33% cost of District Extensions Projects..... \$20,000,000.00<sup>xix</sup>

**Total Funding RECEIVED to Date (District extensions) .....\$26,994,800.00**

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. The work being undertaken in 2016 and moving forward for the next several years satisfies the obligation that the City said they would oversee particularly as it relates to connecting our regional partners.

### Human Resources

It is hard to find a budget document in the City's history that does not do something to keep our employees competitive in the respective hiring markets. To a lesser extent, some discussion is typically dedicated to determining what more needs to be done in order to have the adequate number of employees needed to deliver the demanded level of services by our community.

Conversely, this budget evaluates unique ways in which human resources can be more appropriately used to drive down costs. In other words, this category of expense has borne the brunt of the cost containment required to actually deconstruct service delivery to our citizenry. The ironic position this level of deliberation and activity puts the City in is that of indirectly diminishing the resources that have brought this City the success it has enjoyed in providing cutting edge, enviable services.

The serendipity the City has been able to take advantage of is that of the employee attrition that transpired throughout FY 16. Through retirements and voluntary (and a few not voluntary) resignations that 22.5 of our employees undertook in FY 16, the City was able to garner \$1.5M in expense reductions with \$1.2M of those expenses being tied directly to the general fund. Fortunately, staff saw the wisdom in not filling these positions starting way back in May of 2015.

In this area, it seems important to not overreact while trying to understand what measures will need to be taken and when. With personnel costs, the largest means to reduce expenses is certainly in positions. In trying to find other ways to reduce expenses, staff has also evaluated other employee programs. The policy of providing two hours to restrict activities during off hours thereby keeping

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employees ready for afterhours/on call service has been altered. By cutting that expectation in half, \$172K in expenses was reduced. By eliminating the programs of automatically raising a new employee's wages after probation and raising to midpoint following two years of service, \$58K in expenses were reduced. By critically evaluating how overtime is given to employees from now on, staff found an additional \$200K by way of expenses to reduce. Training is being reduced, equipment purchases are more critically evaluated, and certainly the way work is assigned will be different in that the number of positions being reduced does not necessarily reduce the amount of work needing attention.

Some other options that have not been implemented yet involve that of reducing benefits to the employee in order to reduce expenses. Surprisingly, reducing benefits does not provide as much by way of reduced expenses. As an example, one day of furlough yields \$87,939 across the organization, \$70K of which would be realized in the general fund. Five days of furloughs can generate some \$440K worth of reduced expenses before the impact of possible charges for unemployment. Take away the penalty unemployment potentially brings, and that reduction drops to \$289K enterprise wide. Reducing salaries across the organization generates about \$60K per percentage point. That of course, impacts what the employee can count on for retirement planning purposes as well as not providing a great deal of relief to the problem at hand. Changing the health plan design from an 85/15 share to 80/20 produces a nearly \$300K savings across the organization. The challenge here is that the status for the City as an insurer changes from a grandfathered status to that of being susceptible from now on to the changes and whims the Affordable Health Care Act might dictate. The cost for that susceptibility is undeterminable and of course works directly against the "savings" we may have incurred by changing our plan design.

One of the ideas that might be a little more effective is that of requiring employees to contribute to their retirement program to the State. For a one percent contribution requirement by the employees, the City saves \$182K. For a 3% employee contribution toward their own retirement, \$545K is saved throughout the organization. This also has the advantage of creating a larger tax benefit for the employee without damaging the contributions to retirement and/or retirement plans.<sup>xx</sup>

Invariably, the more costs are driven down in this category of expenses, the more rapidly services will be impacted. Certainly however, providing services in a revenue environment that operates in a known condition still seems to be much more manageable even if it is dramatically lower.

### **Reserves**

The unusual, unenviable position the City of Gillette is in this year is that of requiring an allocation of reserves in order to balance the proposed operations budget, specifically in the general fund. Capital projects in the general fund, the Camp Complex, and the Fire Department have all but been eliminated in order to preserve the balances in both the designated and mandated portions of the

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reserves. The presence of reserves in the general fund in particular has allowed the City to consider the maintenance of some services while providing some time to more effectively reconcile the services the City offers to the revenues being realized. Against the backdrop of general fund revenues simply not leveling at a floor as of the writing of this message, reserves are playing a very pivotal role in the balance the general fund needs unlike any other time before. The budgetary exercise of projecting revenues is now being replaced by a projection of how much reserves will be consumed until a full revenue reconciliation can be appropriately accomplished, which might be completed in a year's time.

### General Fund

For the remainder of FY 16, it appears as though the general fund will need about \$700,000 in order to finish the year providing services in a similar way that is being proposed for FY 17.<sup>xxi</sup> This rate of consumption is at 3% which when considered against the full level of reserves now available, would take about 30 years to consume totally, if revenues did not continue to drop or expenses did not increase beyond what staff has projected. However, because of projected revenues coming in lower than what the City incurred in FY 16, staff projects a need of reserves at about twice this rate for FY 17. At a 6% burn rate or \$1.4M needed from the reserves, the time taken to consume all of the reserves drops to half (15 years) if revenues don't continue to drop. Consequently, the more need there is to use reserves to balance the general fund, the less time will be realized before the reserves are all gone. On the other hand, by continuing to drive expenses downward, the time used to consume all of the reserves increases. Staff can buy more time if a revenue floor can be realized or more expenses are somehow found to reduce.

The biggest decision Council has in the balance of this financial environment, is how much service to provide at the cost of how many reserves or on the backs of which expenses. Even in this very tight financial environment there are still a number of competing interests that still rise to a level of importance and need. Council has the tough job of wading through these needs in the face of some pretty stark realities.

A part of these requests that staff is forwarding to Council deals with fleet funds in both Joint Powers Boards that the City has a 50% obligation to. The reality is that the City is not obligated to fund at a level where there are no dollars available to match what the County may be able to do. Staff is of the opinion that the fleet fund for the Fire department is over funded. The problem with the current practice of overfunding is that there really is no policy in place that would indicate when the fund has an appropriate ceiling. By determining a cap, Council can be assured that the dollars that are moved into the fund are provided in a way where the added value is clear and are in line with the true purpose of the fund. The same questionable 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 Land Board fleet fund could be overfunded at a level of \$1M. Accordingly, it is Staff's recommendation that unless other dollars come forward, the fleet fund for Fire be used to purchase the replacement grass units. It is also staff recommendation that until a policy can be designed, no other dollars be diverted to the respective funds designed to support

## CITY OF GILLETTE, WYOMING

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fleet in either of the Joint Powers Boards. The policy should also be driven by a more vigorous analysis of ways in which the life of each piece of equipment can be extended and traded out more appropriately.

### Utilities Reserves

Reserves play an important role in the operation of the utilities as well albeit not in the fashion being recommended for the general fund this year. Each enterprise fund is required to have a 90-day operating fund as well as a year's worth of capital depreciation. Additionally, Council has allowed 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 margin is also weighed when Council considers rate impacts. 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. For FY 17, the goal staff has is to be nimble enough to respond to drops in the number of accounts enough to avoid dipping into reserves to accommodate potentially dropping revenue.

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 \$212,291 to bring the FY 17 projected year-end cash balance to \$4.1M over and above a combined restricted amount of \$8.05M. This is the first year where two customer bases are being reconciled under one uniform rate structure. The impacts of this new relationship will be interesting to monitor throughout FY17.

The other side of the City serving as the regional water provider is that of overseeing the depreciation of the new asset in the Madison water line along with the regional connections. Aside from the need to include this variable from now on in the rates that Council evaluates, staff would recommend starting the depreciation fund by setting aside dollars in a restricted reserve account for this purpose. Staff believes that \$6,000,000 will be made available through the excess capital tax dollars that were collected on behalf of the project. Furthermore, there will likely be residual dollars made available through project savings as well.<sup>xxii</sup> Staff would recommend that the combined sources of these dollars should be set aside in this reserve account to serve as the beginning of the depreciation account that was represented to the voters would be developed in some form. FY 17 will be the year that these funding sources will be realized and therefore should be the year that this program should start. A resolution would be necessary from the Council to make this happen.

While the Power Fund is quite different than the other funds in its behavior, it is trending as was expected in that it is starting to reverse course and trend positively. This fund will initially start out in the hole in FY 17 at about \$4.8M. If all goes as expected, it will have less deficit than the year before and only be right at \$2M into reserves. This is a \$2.8M improvement over last year, which is more than expected. As indicated in the past and depending upon the fund's response to the economy and some unresolved cost

## CITY OF GILLETTE, WYOMING

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questions, reserve dependency should be all but gone sometime before 2020. Once whole, the combined value of the reserves in this fund will be between \$17-18M.

Unlike years past, the Wastewater Fund will have a positive cash impact of \$83K. The fund will continue to perform outside of the reserves and have a positive cash position of \$1.08M by the end of FY 17, an improvement over last year. The reserves are set at a combined total of just over \$3M.

The Solid Waste Fund is also a healthy fund. This fund is expected to incur a gain of \$167K over FY 17 thereby contributing to a year end cash balance of some \$900K. These dollars are also over and above any dollars required for the associated reserves, which is set at \$743K. This fund is another example of staff allowing the fiscal health of an enterprise to dictate the need for an increase vs. simply hiking rates to bolster swelling coffers.

### 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 \$2.12M 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.<sup>xxiii</sup> FY 16 continued to see a positive flow of revenues over expenses that put this fund in a positive cash position. The value of the fund is slated to be at \$2.21M to start FY 17. Given the fund's cash position, a rate increase in January 2017 for the members may not be warranted. Also, that need would likely be of less interest if a design change occurs shifting an additional 5% of the program costs back onto the employees. The larger cost concern to the fund is the need for solvency now more than ever. Staff will continue to keep downward pressure on culprit costs thereby helping the solvency of the fund overall as best as possible.

## Conclusion

As was mentioned earlier, Council's biggest decision this year will be, in the balance of this financial environment, how much service will be provided at the cost of how many reserves or on the backs of which expenses. This represents a huge shift in paradigm to that of no longer viewing saved expenses as saving money, but rather beating down expenses to try and match dropping revenues at the cost of precious reserves and valued services. The budgeted numbers Council has now unfortunately probably represents a new starting point to continue chasing revenues by dropping expenses even further. Staff will view a cap of using no more than \$3M out of the general fund unencumbered, cash balances throughout FY 17 as being a victory.<sup>xxiv</sup> Revenues need to stop falling!

A silver lining in the FY 17 budget comes in the way the policies this budget suggests to completely contain City capital projects. The course is now set so that any capital being done is done so on the basis of cash being held on hand (thank you again for the excess dollars of 2015.) For the utilities, operational/maintenance capital is slated to drop off as the amount of accounts and the corresponding user fees decline in order to remain sustainable.

A positive aspect that an economic environment of this nature provides is the dynamic way in which programs and efficiencies are viewed. Some of that is in play right now. The discussions regarding consolidated dispatch, franchise possibilities, fiber network management, the NEW Growth Alliance, and maybe even recycling could provide a positive legacy that the City and the community can take advantage of for a long time into the future. These programs are really functions of how the community has found ways to efficiently provide Fire services, Complex services, and even build a college thanks to the vision and decisions of community leaders of the past. This environment will require this Council (and the Council coming in a few months) to challenge the way things are done now and re-imagine how Gillette can create new opportunities moving forward. The balance of the FY 17 budget and future budgets will not function or work without this type of critical thinking from our leaders!

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<sup>i</sup> The budget message herein is as it was presented to the City Council at the May 2016 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.

<sup>ii</sup> This includes the projects anticipated for FY 17 related to work on the regional extensions in the amount of approximately \$7M.

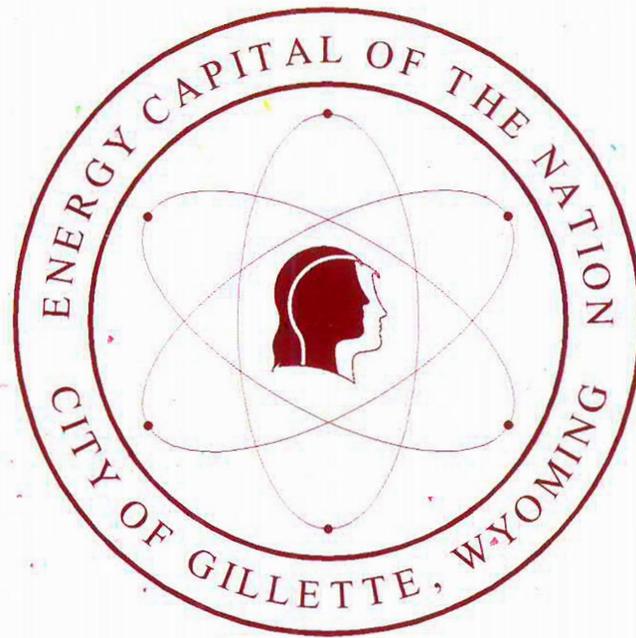
<sup>iii</sup> To date, general fund sales tax revenues are down 30%. Assuming this level of revenue, \$1.4M will still be needed from the reserves.

## CITY OF GILLETTE, WYOMING

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- <sup>iv</sup> The Consensus program of a couple years ago, provided \$4.7M for use here in Campbell County. \$3.9M is committed for the Station 3 project leaving what appears to be in excess of \$700K for other mutually agreed upon projects. Efforts taken to obligate the remaining program dollars is critical so that those dollars won't be forfeited back to the State.
- <sup>v</sup> The Madden/Rothfuss model adopted by the Legislature uses municipal characteristics held nearly uniquely in Gillette as a means of providing funds to the other cities and towns in direct distributions. Gillette "lost" the most of any municipality by nearly 50% when compared to the next highest losses by any one city.
- <sup>vi</sup> Staff anticipates a total project cost of about \$780K which would include a \$150K match from the adjoining property owners.
- <sup>vii</sup> Staff anticipates a grant request of \$129K that would be renewed on an annual basis for three years.
- <sup>viii</sup> It is anticipated that \$7.1M of 1% funds will be dedicated to utility capital repair/replacement needs.
- <sup>ix</sup> Indications are strong as of the writing of this message that the transition will occur by the end of CY 16.
- <sup>x</sup> In similar fashion to the water fund, the expenses that are already reduced for FY 17 exceed what is needed to make up for a loss of 500 people and their equivalent in lost accounts.
- <sup>xi</sup> 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.
- <sup>xii</sup> The Business Council will be asked to partner with us to hopefully defray costs associated with extending utilities into the new industrial park through an application the County is preparing.
- <sup>xiii</sup> This requirement from the reserves amounts to a burn rate of about 3%. When compared to a revenue drop of somewhere in the neighborhood of 30%, this shift to a reserve requirement in this year of transition has been relatively minimal.
- <sup>xiv</sup> One year ago, that combined budget value was \$12.1M.
- <sup>xv</sup> The County also pays \$335,000 annually for the operations of the College.
- <sup>xvi</sup> 98% of the \$11M in 1% dollars are used for hard infrastructure projects in keeping with the directives garnered from the 1% survey. The other 2% is set aside for the City's obligation toward the combined dispatch center should it come to pass.
- <sup>xvii</sup> WyDOT will contribute \$2.3M through the Urban Systems program additional to the City's cost.
- <sup>xviii</sup> The full amount of \$75M for the Gillette Madison Pipeline Project was collected by March 31<sup>st</sup>, 2015. \$44,328,358 of this total will be used to repay the PMTF Loan when payments need to start being made when the project reaches substantial completion. To date, \$7,608,778 in excess funds pursuant to W.W. 39-15-21 l(b) (iv) has been collected to be used for the operation, maintenance, and connection to the Gillette Regional Water Supply Project.
- <sup>xix</sup> The full amount of \$20M for the Gillette Regional Extensions Project was collected by March 31<sup>st</sup>, 2015.
- <sup>xx</sup> Retirement benefits through the State are determined on what is actually paid to the employee. If the change in how the City provides benefits changes the salary the employee is paid (i.e. furloughs, increased insurance premiums, or salary reductions) then that works against contributions paid out through the Wyoming Retirement program to that employee. Retirement contributions are all pre-tax dollars.
- <sup>xxi</sup> The reduction needed to bring the expenses and revenues this closely together required in excess of \$6M in dropped expenses. Those "savings" opportunities are getting harder and harder to find now.
- <sup>xxii</sup> The amount of dollars realized through project savings won't be understood for several months. This value should be net of whatever it is that the City's water fund should be reimbursed for project costs the fund incurred not covered by the State, if any.
- <sup>xxiii</sup> The total is based upon an average monthly expense taken over the last five years times six months. This amounts to \$2.146M as of 12/15.
- <sup>xxiv</sup> This also has the benefit of keeping burn rates from effecting the designated and mandated portions of the reserves in the general fund to be available for later dates if necessary.

# Adopted Operating Budget



**City of Gillette**  
**Fiscal Year 2016-2017**

**SCHEDULE: FY17 BUDGET with Council,  
City Administrator, Finance Director, Dept Heads & Staff**

Month	Date	Day		Time	Location	
May	10	Tuesday	<b>ADMINISTRATION / 1% FUND - Carter Napier (pg. 67)</b>	5:30 PM	3 <sup>rd</sup> Floor Conference Room	
			<b>FINANCE - Tom Pitlick</b>			
			1. Finance (pg. 21)			2. Customer Service (pg. 23)
			3. Purchasing/Warehouse (pg. 25)			
			<b>PUBLIC WORKS - Sawley Wilde</b>			
			1. Administration (pg. 49)			2. Parks & Landscaping/Swimming Pool (pg. 51)
			3. Forestry (pg. 53)			4. Streets (pg. 55)
			5. Solid Waste (pg. 91)			
			<b>UTILITIES - Kendall Glover</b>			
			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)			
May	18	Wednesday	<b>ADMINISTRATION - Carter Napier</b>	5:30 PM	3 <sup>rd</sup> Floor Conference Room	
			1. General Fund Revenue (pg. 3)			2. Mayor & Council (pg. 7)
			3. Administration (pg. 9)			4. Public Access (pg. 11)
			5. Special Projects (pg. 13)			
			<b>ATTORNEY - Charlie Anderson (pg. 15)</b>			
			<b>HUMAN RESOURCES - John Aguirre</b>			
			1. Human Resources (pg. 17)			2. Safety (pg. 19)
			3. Health Benefit Plan (pg. 113)			
			<b>DEVELOPMENT SERVICES - Dustin Hamilton</b>			
			1. Engineering (pg. 57)			2. Building Inspection (pg. 59)
			3. Traffic Safety (pg. 61)			4. Planning (pg. 63)
			5. Code Compliance (pg. 65)			
			<b>ADMINISTRATIVE SERVICES - Pam Boger</b>			
			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)
			<b>POLICE - Jim Hloucal</b>			
			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)			
<b>BUDGET WRAP-UP</b>						

# Definitions - Budget 2016-17

## ● **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 2016 are \$560.63 for single, \$1,122.46 for employee + 1, and \$1,486.84 for employee 2+ or 85% of the total premium.

### **..Dental Insurance**

The City's portion of dental insurance premiums for 2016 are \$32.06 for single, \$64.12 for employee +1, and \$94.28 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 2015-16 were .27% for non-hazardous (clerical) and 2.30% 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 2016-17 Fiscal Year on 07/01/16.

### **..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 2015/2016 and 2016/2017 Performance Measures are based on projected/estimated numbers**

**CITY OF GILLETTE**

**2016-17 BUDGET**



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**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 steadily declining throughout the first 10 months of FY 15/16, coming in below budget all but one month throughout the year with a projected shortfall of nearly \$4MM by fiscal year end. This downward trend is reflective of the recent decline in oil exploration/production as well as the continued environmental/regulatory pressures on coal mining activities. Because the economic forecast for both coal and oil production remains uncertain, the amount of revenue for general sales tax in the fiscal year 2016/2017 budget shows a significant reduction (approx. 30%) as compared to last year's budget forecast.

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 2016/2017 are \$1,119,000 and \$1,551,000 respectively. These amounts are slightly lower than the prior year allocation. The other major source of State revenue is the Direct Distribution. The allocation to Gillette for fiscal 2016/2017 is \$1,124,674 which is a decrease of \$1,282,568 from the prior year. This reduction was primarily the effect of legislative action redefining the formula and methodology for distribution of the Direct Distribution Funds.

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 \$10MM which is primarily attributable the reduction in anticipated sales tax receipts and the change in the Direct Distribution formula.

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

**GENERAL FUND**

<b>Revenue</b> <b>001-00-00-300</b>	<b>Actual</b> <b>2013-14</b>	<b>Actual</b> <b>2014-15</b>	<b>Original</b> <b>Budget</b> <b>2015-16</b>	<b>Adjusted</b> <b>Budget</b> <b>2015-16</b>	<b>Requested</b> <b>Budget</b> <b>2016-17</b>
<b>Property Tax</b>	1,832,001	1,949,432	1,843,434	1,843,434	1,962,244
<b>Auto Taxes</b>	867,828	923,993	860,000	860,000	887,000
<b>Sales &amp; Use Tax</b>	27,113,084	29,784,907	25,000,000	25,000,000	17,400,000
<b>Motor Fuel Tax</b>	482,438	453,874	435,000	435,000	200,000
<b>Cigarette Tax</b>	222,692	229,454	232,113	232,113	228,000
<b>Franchise Fees</b>	755,881	747,052	690,000	690,000	747,000
<b>Severance Tax</b>	1,135,506	1,101,729	1,135,908	1,135,908	1,104,420
<b>Gaming Revenue</b>	-	210,240	200,000	200,000	300,000
<b>Liquor Licenses</b>	60,748	68,287	65,165	65,165	61,837
<b>Contractor Licenses</b>	106,765	119,250	90,000	90,000	90,000
<b>Building Permits</b>	58,748	81,987	80,000	80,000	16,500
<b>Electrical Permits</b>	14,976	17,525	19,000	19,000	5,700
<b>Plumbing Permits</b>	11,335	14,220	14,000	14,000	3,850
<b>Mechanical Permits</b>	11,115	15,515	15,000	15,000	4,350
<b>Gas Pipe Fitting</b>	205	825	3,200	3,200	750
<b>Other Permits</b>	26,141	44,100	30,000	30,000	35,000
<b>Stormwater Permits</b>	-	-	9,000	9,000	600
<b>Federal Grants</b>	277,233	284,848	297,247	302,073	179,736
<b>Royalties</b>	1,549,148	1,553,582	1,560,300	1,560,300	1,562,501
<b>State Grants</b>	588,411	186,369	193,767	4,862,296	102,447
<b>State Supplemental Revenue</b>	2,456,374	2,117,809	2,407,242	2,407,242	1,124,674
<b>State Government Other</b>	703	750	-	-	-
<b>Local Grants</b>	141,044	49,717	57,207	119,022	-
<b>Local Government Other</b>	35,212	32,521	35,000	35,000	31,000
<b>E911 Reimbursement</b>	165,000	104,579	-	-	75,000
<b>Planning Fees</b>	24,040	33,540	17,500	17,500	12,000
<b>Commercial Plan Reviews</b>	3,200	14,300	16,000	16,000	2,800
<b>Technical Services</b>	2,121,922	2,196,538	2,343,578	2,343,578	2,168,429

<b>GENERAL FUND</b>			<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>001-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>GPA Revenues</b>	22,552	19,935	19,000	19,000	16,500
<b>Building Maintenance Revenue</b>	416,995	541,910	420,029	420,029	401,184
<b>Warehouse Revenue</b>	203,800	200,823	519,004	519,004	205,243
<b>Convenience Fees</b>	-	-	-	-	155,000
<b>Highway and Streets</b>	5,057	3,515	7,800	7,800	3,750
<b>Animal Control - City</b>	69,956	67,428	60,000	60,000	60,000
<b>Animal Control - County</b>	11,435	14,146	12,000	12,000	12,000
<b>Fines and Forfeitures</b>	391,716	444,771	411,000	411,000	391,000
<b>Principle Revenue</b>	58,187	56,643	-	-	-
<b>Interest Revenue</b>	6,253	6,322	-	-	-
<b>Interest Earnings</b>	8,039	10,461	10,500	10,500	8,800
<b>Interest on Investments</b>	42,256	56,094	50,000	50,000	50,000
<b>Interest - DA Davidson</b>	11,803	12,345	10,000	10,000	13,000
<b>Unrealized Gain/Loss - Bonds</b>	69,907	(14,601)	-	-	-
<b>Rents and Royalties</b>	47,048	52,692	52,701	52,701	34,861
<b>Little League Fields</b>	4,500	4,500	4,500	4,500	10,000
<b>Mayor's Art Council</b>	4,905	9,499	-	6,000	-
<b>Contributions &amp; Donations</b>	1,500	810	-	3,000	-
<b>Animal Shelter Donations</b>	16,678	32,093	-	-	-
<b>Keep America Beautiful</b>	2,000	5,200	-	-	-
<b>Memorial Program</b>	4,000	5,500	-	-	-
<b>Incident Reimbursement Revenue</b>	830,805	588	-	-	-
<b>Miscellaneous</b>	19,075	70,387	68,000	73,592	269,000
<b>Cash in Lieu</b>	11,544	44,252	-	-	-
<b>Sunshine Fund</b>	4,202	4,281	3,000	3,000	2,800
<b>Federal Criminal Forfeiture</b>	29	26	-	-	-
<b>Proceeds from Asset Disposal</b>	-	13,362	-	-	-
<b>Interfund Operating Transfer In</b>	-	178,885	1,487,856	1,492,856	58,482
<b>Proceeds of General L/T Liability</b>	-	-	-	11,650,000	-
<b>Application of Unassigned Cash</b>	-	-	1,352,316	3,654,219	1,403,985
<b>GRAND TOTAL</b>	<b>\$ 42,325,989</b>	<b>\$ 44,178,809</b>	<b>\$ 42,137,367</b>	<b>\$ 60,844,032</b>	<b>\$ 31,401,443</b>

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<b>GENERAL FUND</b>						
<b>Mayor and Council</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-10-01-411</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>2016-17</b>
			<b>2015-16</b>	<b>2015-16</b>		
Salaries	54,346	54,439	54,000	54,000		54,000
Overtime	-	-	-	-		-
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	4,286	4,351	4,176	4,176		4,180
<b>Subtotal Personnel Costs</b>	<b>\$ 58,632</b>	<b>\$ 58,790</b>	<b>\$ 58,176</b>	<b>\$ 58,176</b>		<b>\$ 58,180</b>
Contractual Services	12,364	8,893	18,000	30,667		10,000
Materials and Supplies	229,930	279,694	274,830	293,723		128,657
<b>Subtotal Operating Costs</b>	<b>\$ 242,294</b>	<b>\$ 288,587</b>	<b>\$ 292,830</b>	<b>\$ 324,390</b>		<b>\$ 138,657</b>
<b>Total Operating</b>	<b>\$ 300,926</b>	<b>\$ 347,377</b>	<b>\$ 351,006</b>	<b>\$ 382,566</b>		<b>\$ 196,837</b>
<b>Total Capital</b>	<b>\$ 4,815</b>	<b>\$ 4,495</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>		<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 305,741</b>	<b>\$ 351,872</b>	<b>\$ 356,006</b>	<b>\$ 387,566</b>		<b>\$ 196,837</b>

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 \$37,500, Mayor's Art Council \$25,000, General Community (including Senior Center meals, pins, other community events and promotions) \$26,207

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



**ACTIVITY DESCRIPTION:**

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

**MAJOR GOALS FOR FY 2016/2017:**

- Ribbon Cutting for Gillette Regional Madison Project
- Promote Gillette/Campbell County as location for the integrated test center for carbon research
- Coordinate Ice Sculpture Festival with Gillette Main Street
- Continue hosting successful Donkey Creek Festival
- Coordinate Quasquicentennial 125<sup>th</sup> Anniversary with Historic Society & Gillette Main Street
- Coordinate WAM 2017 Convention in Gillette
- Provide high level efforts, in quality support, for the Council's efforts in promoting energy development and tourism in NEWY

<b>PERFORMANCE MEASURES:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
# of Population Served	29,750	30,340	30,490	30,646	32,000	32,520	31,411
# of City Employees Managed (RFTE)	282.5	283.5	294.25	292	303.25	312	290
Staff: Population Ratio	1:105	1:107	1:104	1:105	1:106	1:104	1:108
# of Council Meetings Supported	90	100	68	70	65	74	46
# of Ordinances/Resolutions	50/30	44/45	49/45	64/37	42/43	37/58	18/28
# of GPA TV Programs Filmed & Events	430	400	358	330	398	368	311
# of Community Events Hosted	32	30	25	20	20	19	17

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
City Administrator	1	1	1	1	1	1	1
Senior Administrative Assistant	2	1	1	1	1	1	1
Community & Gov't Relations Manager	1	1	1	1	1	1	1
Communications Manager	1	1	1	1	1	1	1
Other Positions	0	0	.5	.5	0	0	0
<b>City Administration Office</b>	<b>5</b>	<b>4</b>	<b>4.5</b>	<b>4.5</b>	<b>4</b>	<b>4</b>	<b>4</b>
Public Access Manager	1	1	1	1	1	1	1
Production Assistant	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
<b>Gillette Public Access</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total City Administration</b>	<b>8</b>	<b>7</b>	<b>7.5</b>	<b>7.5</b>	<b>7</b>	<b>7</b>	<b>7</b>

<b>GENERAL FUND</b>						
<b>Administration</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-10-02-413</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	
Salaries	402,836	417,279	414,139	414,139	402,464	
Overtime	687	-	200	200	-	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	129,312	155,725	167,125	167,125	193,626	
<b>Subtotal Personnel Costs</b>	<b>\$ 532,835</b>	<b>\$ 573,004</b>	<b>\$ 581,464</b>	<b>\$ 581,464</b>	<b>\$ 596,090</b>	
Contractual Services	18,194	14,423	19,680	19,680	13,680	
Materials and Supplies	95,512	132,849	130,700	130,700	69,500	
<b>Subtotal Operating Costs</b>	<b>\$ 113,706</b>	<b>\$ 147,273</b>	<b>\$ 150,380</b>	<b>\$ 150,380</b>	<b>\$ 83,180</b>	
<b>Total Operating</b>	<b>\$ 646,540</b>	<b>\$ 720,276</b>	<b>\$ 731,844</b>	<b>\$ 731,844</b>	<b>\$ 679,270</b>	
<b>Total Capital</b>	<b>\$ -</b>					
<b>Interfund Transfers</b>	<b>\$ -</b>					
<b>GRAND TOTAL</b>	<b>\$ 646,540</b>	<b>\$ 720,276</b>	<b>\$ 731,844</b>	<b>\$ 731,844</b>	<b>\$ 679,270</b>	

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 \$50,000

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

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<b>GENERAL FUND</b>						
<b>Public Access</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-10-03-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>2016-17</b>
			<b>2015-16</b>	<b>2015-16</b>		
Salaries	185,927	171,230	194,489	194,489		163,714
Overtime	1,731	4,367	2,000	3,500		-
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	80,000	81,276	94,261	94,261		75,992
<b>Subtotal Personnel Costs</b>	<b>\$ 267,658</b>	<b>\$ 256,873</b>	<b>\$ 290,751</b>	<b>\$ 292,251</b>		<b>\$ 239,706</b>
Contractual Services	963	1,272	960	960		960
Materials and Supplies	42,208	45,732	38,491	47,991		17,932
<b>Subtotal Operating Costs</b>	<b>\$ 43,171</b>	<b>\$ 47,004</b>	<b>\$ 39,451</b>	<b>\$ 48,951</b>		<b>\$ 18,892</b>
<b>Total Operating</b>	<b>\$ 310,829</b>	<b>\$ 303,877</b>	<b>\$ 330,201</b>	<b>\$ 341,201</b>		<b>\$ 258,598</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ 27,172</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>		<b>\$ 97,000</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 310,829</b>	<b>\$ 331,049</b>	<b>\$ 380,201</b>	<b>\$ 391,201</b>		<b>\$ 355,598</b>

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 - EditShare Video Server Replacement \$ 97,000



**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 Gillette Main Street and the Northeast Wyoming Growth Alliance (Tri-Cities Project). Additionally, the first year of the City's Lease payments for Phase II of the Gillette College Student Housing project is budgeted within the Special Projects budget.

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

The fiscal year 2016/17 Special Projects budget of \$3,204,367 reflects a \$4,171,071 decrease from the prior year budget.

**GENERAL FUND**

**Special Projects**

**001-10-04-419**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Original Budget 2015-16</b>	<b>Adjusted Budget 2015-16</b>	<b>Requested Budget 2016-17</b>
Group Insurance	254	(865,551)	-	-	-
FICA	3,088	2,572	-	-	-
Wellness Program <sup>1</sup>	60,622	29,000	61,600	61,600	56,500
Employee Events <sup>2</sup>	43,029	122,494	69,200	69,200	16,700
Employee Recognition	10,596	12,473	30,000	30,000	15,000
Internal Services <sup>3</sup>	-	86,418	268,472	268,472	64,950
St. Housing Bond Repayment	1,244,750	1,244,750	-	-	-
Buildings	1,099,411	2,234,695	2,444,714	3,538,557	-
Park Development	5,949,774	4,314,510	-	487,437	-
CWIP/Fixed Assets	(1,353,868)	(897,832)	-	-	-
Principle/Interest <sup>4</sup>	48,442	48,442	-	200,000	1,370,342
Joint Powers Cam-Plex <sup>5</sup>	883,208	1,062,631	1,414,995	1,260,461	590,570
Joint Powers Fire Dept <sup>6</sup>	1,801,983	1,467,738	1,848,957	5,777,357	880,305
Social Service Funding	-	189,809	-	752,861	-
Outside Agency Funding <sup>7</sup>	467,500	361,215	1,177,500	12,897,158	190,000
General Community <sup>8</sup>	1,000	64,294	60,000	60,000	20,000
Grant Funded Expenditures	604,214	120,764	-	-	-
Interfund Transfers	1,353,868	2,176,938	-	-	-
<b>GRAND TOTAL</b>	<b>\$ 12,217,873</b>	<b>\$ 11,775,361</b>	<b>\$ 7,375,438</b>	<b>\$ 25,403,103</b>	<b>\$ 3,204,367</b>

**FY17 Budget Requests Include the Following:**

<sup>1</sup> Wellness Incentive Awards \$46,400

<sup>2</sup> Awards Banquet and Employee Picnic \$15,000

<sup>3</sup> General Fund Fiber Allocation \$64,950

<sup>4</sup> Principal portion of lease payment for Gillette College Student Housing, Phase II \$1,095,000  
Interest portion of lease payment for Gillette College Student Housing, Phase II \$275,342

<sup>5</sup> Operating Contribution \$590,570

<sup>6</sup> Operating Contribution \$880,305

<sup>7</sup> Includes \$120,000 for ECEDC, \$20,000 for Gillette Main Street,  
\$50,000 for Northeast Wyoming Growth Alliance (Tri-Cities Project)

<sup>8</sup> Solid Waste Fee Waiver for High School Finals Rodeo \$20,000



**ACTIVITY DESCRIPTION:**

The City Attorneys represent the City in municipal, state and federal courts, as well as to state and federal administrative agencies and give legal advice to the Mayor and City Council, the Administrator and staff. The City Attorneys prepare agreements, ordinances, deeds and other legal documents and are 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 2016/2017:**

- To provide timely and accurate legal services to the Mayor, City Council and City of Gillette departments.
- Work on annexations such as Antelope Valley, Crest View and various landlocked islands.
- Prepare Utility Rate Amendment Ordinances including Ordinances to restructure water and Plant Investment Fee rates to reflect the Gillette Madison Regional Water system accounting.
- To help secure rights-of-way for the Regional Extensions of the Madison Water Project. Protect the City's interests in large contract claims.
- Work with the contract attorney to manage an increase in the number of City court prosecutions.
- Support Council and City Administration
- Prepare a new Alcohol Delivery Ordinance.
- Collect existing Local Improvement District debts and evaluate creation of new Districts for Winland and Interstate Industrial Subdivisions.

**PERFORMANCE MEASURES:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
# of Population Served	29,750	30,340	30,490	30,646	32,000	32,520	31,411
# of Council Meetings Supported	90	100	110	77	74	77	77
# of Ordinances/Resolutions City-Wide	50/30	45/35	37/43	26/50	27/40	20/32	20/32
Novus Items Prepared by City Attorney	40	60	46	68	56	60*	60
Ordinances Prepared by City Attorney	12	13	15	15	8	10*	10
City Code Chapters Updated by City Attorney	9	10	13	15	5	11*	11
Case Preparation-City Court	381	497	498	444	434	766*	766
% Increase In Case Prep From Previous Year	+25%	+28.5%	+1%*	-11%	-2.3%	+76%	0%

\*Projected

**STAFFING:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
City Attorney	1	1	1	1	2	2	2
Legal Services Specialist	1	1	1	1	1	1	1

**Total City Attorney Office**

<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>
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<b>GENERAL FUND</b>						
<b>City Attorney</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-15-15-411</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>2016-17</b>
			<b>2015-16</b>	<b>2015-16</b>		
Salaries	191,117	261,685	298,919	298,919		303,467
Overtime	-	-	-	-		-
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	74,531	98,697	113,140	113,140		118,024
<b>Subtotal Personnel Costs</b>	<b>\$ 265,648</b>	<b>\$ 360,381</b>	<b>\$ 412,059</b>	<b>\$ 412,059</b>		<b>\$ 421,491</b>
Contractual Services	45,324	36,730	65,520	65,520		50,520
Materials and Supplies	7,538	15,590	16,875	16,875		12,225
<b>Subtotal Operating Costs</b>	<b>\$ 52,862</b>	<b>\$ 52,319</b>	<b>\$ 82,395</b>	<b>\$ 82,395</b>		<b>\$ 62,745</b>
<b>Total Operating</b>	<b>\$ 318,510</b>	<b>\$ 412,700</b>	<b>\$ 494,454</b>	<b>\$ 494,454</b>		<b>\$ 484,236</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 318,510</b>	<b>\$ 412,700</b>	<b>\$ 494,454</b>	<b>\$ 494,454</b>		<b>\$ 484,236</b>

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 2016/2017:**

- Continue revision & reformat of all City job descriptions for established positions
- Review City health benefits which support recommendations for calendar year 2017
- Focus on the management of the City Medical Fund and Retiree Health Benefit Plan & Trust

<b>PERFORMANCE MEASURES:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
# of Population Served	29,750	30,340	30,490	30,646	32,000	32,250	31,411
# of City Employees Managed	282.5	283.5	294.25	292	303.25	312.5	290.25
Staff: Employee Ratio	1:81	1:81	1:78	1:78	1:76	1:63	1:58

**Human Resources:**

HR Presentations to Council	3	5	4	6	2	2	13
# Open Enrollment Sessions	4	5	8	6	8	11	15
# Department Training Sessions Facilitated/Sessions	6	36	40	17	7	20	17
# City Employees Trained	296	822	820	1,740	251	433	546
# New Positions Processed	1	4	11	0	0	0	6
# Interview Sessions Supported	169	328	200	384	230	219	375
# Employment Applications Received	1,568	1,002	1,002	1,787	1,006	1,112	1,814
# Wellness Sessions Held	6	12	20	9	14	12	11
# Wellness Program Participants	138	215/59*	225/65*	220/74*	210/74*	218/77*	193/73*
# Personnel Evaluations Processed	267	275	270	280	285	291	278

\* Employees/Spouses

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Human Resources Director	1	1	1	1	1	1	1
Human Resources Specialist	1	1	1	1	1	1	1
Medical Fund/Retiree Trust Manager	0	0	0	0	0	1	1
Senior Administrative Specialist/Assistant	1.5	1.5	1.75	1.75	1	1	1
Recruiter	0	0	0	0	1	1	1
<b>Total Human Resources Department</b>	<b>3.5</b>	<b>3.5</b>	<b>3.75</b>	<b>3.75</b>	<b>4</b>	<b>5</b>	<b>5</b>

<b>GENERAL FUND</b>						
<b>Human Resources</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-20-20-415</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>2016-17</b>
			<b>2015-16</b>	<b>2015-16</b>		
Salaries	295,246	290,738	364,643	364,643		359,251
Overtime	5,593	4,660	3,000	3,000		2,000
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	140,040	130,341	176,753	179,753		184,760
<b>Subtotal Personnel Costs</b>	<b>\$ 440,879</b>	<b>\$ 425,738</b>	<b>\$ 544,396</b>	<b>\$ 547,396</b>		<b>\$ 546,011</b>
Contractual Services	62,602	61,536	102,315	102,315		31,300
Materials and Supplies	39,538	35,109	47,285	47,285		32,900
<b>Subtotal Operating Costs</b>	<b>\$ 102,140</b>	<b>\$ 96,645</b>	<b>\$ 149,600</b>	<b>\$ 149,600</b>		<b>\$ 64,200</b>
<b>Total Operating</b>	<b>\$ 543,019</b>	<b>\$ 522,383</b>	<b>\$ 693,996</b>	<b>\$ 696,996</b>		<b>\$ 610,211</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ 25,461</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 543,019</b>	<b>\$ 557,844</b>	<b>\$ 693,996</b>	<b>\$ 696,996</b>		<b>\$ 610,211</b>

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

**Contractual Services** - PD drug screens, return to work screens, pre-work screens, background checks, PD medical exams \$25,040

**Materials and Supplies** - n/a

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



FUND: General  
UNIT: Safety

**ACTIVITY DESCRIPTION:**

The City of Gillette believes the safety of all employees is of utmost importance, along with quality, production, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee and the community.

**MAJOR GOALS FOR FY 2016/2017:**

- Continue to improve and develop Safety programs
- Provide educational and informative Safety training for City of Gillette employees throughout 2017
- Focus on targeting our recurring safety incidents and the primary causes; direct training to prevent future like incidents.

**PERFORMANCE MEASURES:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
# of Population Served	29,750	30,340	30,490	30,646	32,000	32,250	31,411
# of City Employees Managed	282.5	283.5	294.25	292	303.25	312.5	290.25

**Safety:**

# Employee Related Safety Incidents						151	121
# of Safety Training Classes Offered	24	27	27	41	86	38	111

**STAFFING:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Safety Manager	0	0	0	0	1	1	1

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<b>Total Safety Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>
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<b>GENERAL FUND</b>						
<b>Safety</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-20-21-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	
Salaries	75,146	76,163	79,529	79,529	69,621	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	108,033	53,567	108,552	108,552	75,264	
<b>Subtotal Personnel Costs</b>	<b>\$ 183,179</b>	<b>\$ 129,729</b>	<b>\$ 188,080</b>	<b>\$ 188,080</b>	<b>\$ 144,885</b>	
Contractual Services	5,309	6,784	5,369	5,369	5,151	
Materials and Supplies	37,889	45,250	41,861	41,861	34,904	
<b>Subtotal Operating Costs</b>	<b>\$ 43,198</b>	<b>\$ 52,035</b>	<b>\$ 47,230</b>	<b>\$ 47,230</b>	<b>\$ 40,055</b>	
<b>Total Operating</b>	<b>\$ 226,378</b>	<b>\$ 181,764</b>	<b>\$ 235,310</b>	<b>\$ 235,310</b>	<b>\$ 184,940</b>	
<b>Total Capital</b>	<b>\$ -</b>					
<b>Interfund Transfers</b>	<b>\$ -</b>					
<b>GRAND TOTAL</b>	<b>\$ 226,378</b>	<b>\$ 181,764</b>	<b>\$ 235,310</b>	<b>\$ 235,310</b>	<b>\$ 184,940</b>	

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) \$35,000

**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 2016/2017:**

- Prepare the FY2017 Comprehensive Annual Financial Report
- 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:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
# of Population Served	29,750	30,340	30,490	30,646	32,000	32,520	31,411
\$ of Cash and Investments (as of 6/30/xx)	\$90,752,138	\$107,352,201	\$130,645,069	\$157,479,265	\$193,708,169	\$193,000,000	\$204,000,000
# of Capital Assets (as of 6/30/xx)	2,686	2,840	3,039	3,160	3,389	3,550	3,725
\$ of Capital Assets (as of 6/30/xx)	\$310,374,732	\$332,549,460	\$347,325,081	\$370,779,924	\$458,241,026	\$490,000,000	\$515,000,000
# of Payroll Checks/Direct Deposits	8,460	8,350	8,877	8,400	9,225	8,800	8,800
# of Vendor Invoices Processed	21,493	20,277	19,621	17,225	17,709	17,500	17,000
\$ of State/Federal Grants	\$10,519,446	\$7,542,508	\$44,458,088	\$10,090,729	\$35,055,759	Unknown	Unknown

**STAFFING:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
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	2.75	2
Grants Specialist	.75	.75	.75	.75	.75	1	1
<b>Total Finance</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>	<b>7.75</b>	<b>7</b>

<b>GENERAL FUND</b>						
<b>Finance</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-25-25-415</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	
Salaries	533,344	541,154	568,244	568,244	520,520	
Overtime	4,667	1,735	2,000	2,000	-	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	200,264	237,372	254,760	254,760	217,903	
<b>Subtotal Personnel Costs</b>	<b>\$ 738,274</b>	<b>\$ 780,261</b>	<b>\$ 825,005</b>	<b>\$ 825,005</b>	<b>\$ 738,423</b>	
Contractual Services	78,620	92,439	88,120	88,120	89,920	
Materials and Supplies	27,445	31,297	47,695	47,695	27,435	
<b>Subtotal Operating Costs</b>	<b>\$ 106,065</b>	<b>\$ 123,735</b>	<b>\$ 135,815</b>	<b>\$ 135,815</b>	<b>\$ 117,355</b>	
<b>Total Operating</b>	<b>\$ 844,339</b>	<b>\$ 903,997</b>	<b>\$ 960,820</b>	<b>\$ 960,820</b>	<b>\$ 855,778</b>	
<b>Total Capital</b>	<b>\$ -</b>					
<b>Interfund Transfers</b>	<b>\$ -</b>					
<b>GRAND TOTAL</b>	<b>\$ 844,339</b>	<b>\$ 903,997</b>	<b>\$ 960,820</b>	<b>\$ 960,820</b>	<b>\$ 855,778</b>	

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



<b>GENERAL FUND</b>					
<b>Customer Service</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-25-26-415</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	416,710	441,541	455,776	455,776	383,317
Overtime	1,848	1,299	3,000	3,000	2,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	205,559	207,226	205,590	205,590	180,897
<b>Subtotal Personnel Costs</b>	<b>\$ 624,116</b>	<b>\$ 650,065</b>	<b>\$ 664,366</b>	<b>\$ 664,366</b>	<b>\$ 566,214</b>
Contractual Services	110,740	166,389	154,229	178,229	242,914
Materials and Supplies	137,911	171,207	170,234	170,234	143,895
<b>Subtotal Operating Costs</b>	<b>\$ 248,651</b>	<b>\$ 337,596</b>	<b>\$ 324,463</b>	<b>\$ 348,463</b>	<b>\$ 386,809</b>
<b>Total Operating</b>	<b>\$ 872,767</b>	<b>\$ 987,661</b>	<b>\$ 988,829</b>	<b>\$ 1,012,829</b>	<b>\$ 953,023</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 872,767</b>	<b>\$ 987,661</b>	<b>\$ 988,829</b>	<b>\$ 1,012,829</b>	<b>\$ 953,023</b>

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 \$85,414, Credit/Debit card fees \$150,000

**Materials and Supplies** - Postage \$82,000

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



<b>GENERAL FUND</b>					
<b>Purchasing / Warehouse</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-25-27-415 / 603-25-28-415</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	218,013	223,989	231,660	231,660	148,883
Overtime	-	-	500	500	-
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	86,100	95,466	100,183	100,183	78,779
<b>Subtotal Personnel Costs</b>	<b>\$ 304,113</b>	<b>\$ 319,455</b>	<b>\$ 332,343</b>	<b>\$ 332,343</b>	<b>\$ 227,662</b>
Contractual Services	16,312	8,277	11,960	11,960	7,260
Materials and Supplies	190,314	184,637	129,618	129,618	162,156
<b>Subtotal Operating Costs</b>	<b>\$ 206,626</b>	<b>\$ 192,913</b>	<b>\$ 141,578</b>	<b>\$ 141,578</b>	<b>\$ 169,416</b>
<b>Total Operating</b>	<b>\$ 510,739</b>	<b>\$ 512,368</b>	<b>\$ 473,921</b>	<b>\$ 473,921</b>	<b>\$ 397,078</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>				
<b>GRAND TOTAL</b>	<b>\$ 510,739</b>	<b>\$ 512,368</b>	<b>\$ 773,921</b>	<b>\$ 773,921</b>	<b>\$ 397,078</b>

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 \$75,097, Land line telephone charges for General Fund accounts \$28,350

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



**ACTIVITY DESCRIPTION:**

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

**MAJOR GOALS FOR FY 2016/2017:**

- Continue to look at ways to transfer risk away from the City, develop and administer strong risk management program/practices.
- Continue to implement WARM's Origami software for claim submission, as well as claim management, reporting and Statement of Values renewal.
- Continue to assist all the A.S. Divisions to increase efficiency and productivity.
- Obtain feedback to ensure high quality customer service.

**PERFORMANCE MEASURES:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
# of Population Served	29,750	30,340	30,490	30,646	32,000	32,520	31,411
Staff:Population Ratio	1:7,438	1:7,585	1:7,623	1:5,521	1:6,400	1:6,504	1:6,282
# of City Employees (RFTE)	282.5	283.5	294.25	292	303.25	312	290
Staff:Employee Ratio	1:71	1:71	1:74	1:53	1:61	1:62	1:97
<b>Claims/Incidents:</b>							
# of Claims Submitted to WARM	22	19	20	18	17	16	19
# of Citizen Incidents Received	187	178	174	105	174	158	163
Citizen Incidents:Population Ratio	1:159	1:170	1:175	1:291	1:184	1:206	1:193

**STAFFING:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
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	0
Administrative Specialist/Floater	0	0	0	.75	1	1	1
Management Analyst	0	0	0	1	1	1	0
Safety Manager	1	1	1	0	0	0	0
Interns	0	0	0	.8	0	0	0
<b>Total Administrative Services</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5.55</b>	<b>5</b>	<b>5</b>	<b>3</b>

<b>GENERAL FUND</b>				<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Admin. Services / Risk Management</b>	<b>Actual</b>	<b>Actual</b>		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>001-30-30-419</b>	<b>2013-14</b>	<b>2014-15</b>		<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	342,864	353,518		366,963	366,963	204,413
Overtime	407	2,395		1,500	1,500	500
Merit Pay Plan	-	-		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	131,827	156,179		179,673	179,673	69,910
<b>Subtotal Personnel Costs</b>	<b>\$ 475,099</b>	<b>\$ 512,093</b>		<b>\$ 548,136</b>	<b>\$ 548,136</b>	<b>\$ 274,823</b>
Contractual Services	4,848	9,558		10,520	10,520	2,760
Materials and Supplies	316,285	280,544		340,493	346,993	236,311
<b>Subtotal Operating Costs</b>	<b>\$ 321,133</b>	<b>\$ 290,102</b>		<b>\$ 351,013</b>	<b>\$ 357,513</b>	<b>\$ 239,071</b>
<b>Total Operating</b>	<b>\$ 796,232</b>	<b>\$ 802,195</b>		<b>\$ 899,149</b>	<b>\$ 905,649</b>	<b>\$ 513,894</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ 3,000</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 796,232</b>	<b>\$ 805,195</b>		<b>\$ 899,149</b>	<b>\$ 905,649</b>	<b>\$ 513,894</b>

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

**Contractual Services** - n/a

**Materials and Supplies** - Insurance for General Fund properties \$222,326

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



<b>GENERAL FUND</b>						
<b>City Clerk</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-30-31-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	
Salaries	215,531	222,218	229,378	229,378	134,535	
Overtime	222	-	-	-	500	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	86,376	95,867	100,610	100,610	67,011	
<b>Subtotal Personnel Costs</b>	<b>\$ 302,129</b>	<b>\$ 318,085</b>	<b>\$ 329,988</b>	<b>\$ 329,988</b>	<b>\$ 202,046</b>	
Contractual Services	3,890	27,154	10,480	10,480	24,420	
Materials and Supplies	173,749	194,908	184,409	184,409	154,320	
<b>Subtotal Operating Costs</b>	<b>\$ 177,638</b>	<b>\$ 222,062</b>	<b>\$ 194,889</b>	<b>\$ 194,889</b>	<b>\$ 178,740</b>	
<b>Total Operating</b>	<b>\$ 479,767</b>	<b>\$ 540,146</b>	<b>\$ 524,877</b>	<b>\$ 524,877</b>	<b>\$ 380,786</b>	
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ 23,616</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Interfund Transfers</b>	<b>\$ -</b>					
<b>GRAND TOTAL</b>	<b>\$ 479,767</b>	<b>\$ 563,762</b>	<b>\$ 524,877</b>	<b>\$ 524,877</b>	<b>\$ 380,786</b>	

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** - Postage \$39,120, Legal advertising \$64,000

**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 701 Bench Warrants/OTSC (Order To Show Cause) were prepared in 2015. The number of 18-20 year-olds placed on probation with alcohol related offenses decreased in 2015 by 50% to 13 cases. A total of 363 youth were reviewed for eligibility in the Juvenile Diversion, Teen Intervention, and Early Age Intervention programs in 2015. 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 2016/2017:**

- 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:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
# of Population Served	29,750	30,340	30,490	30,646	32,000	32,520	31,411
Staff:Population Ratio	1:4,958	1:5,057	1:5,082	1:3,605	1:3,765	1:3,826	1:4,188
# of City Employees (RTFE)	282.5	283.5	294.25	292	303.25	312	290
Staff:Employee Ratio	1:47	1:47	1:35	1:34	1:36	1:36	1:39
<b>Municipal Court</b>							
# of Customers Served	14,400	18,000	18,500	22,561	21,736	24,231	24,466
Customers Served:Population Ratio	1:2,400	1:3,000	1:2,176	1:2,654	1:2,557	1:2,851	1:2,796
# of Citations Entered	3,229	5,400	5,208	4,528	3,526	4,059	4,398
Citation Entered:Population Ratio	1:538	1:900	1:613	1:533	1:415	1:478	1:503
# of Pre-Court Payments Received	1,603	2,700	2,785	2,210	1,632	2,100	2,261
# of Court Cases	230	300	517	534	512	507	567
# of Parking Tickets Entered	2,710	3,100	3,994	3,504	1,932	2,394	2,256
Parking Tickets Entered:Population Ratio	1:452	1:517	1:470	1:412	1:227	1:282	1:258
<b>Juvenile Probation</b>							
# of Juveniles Placed in Youth Intervention Track (YIT)	n/a	14	18	14	5	3	8
# of Juveniles Placed on Probation	86	116	85	113	62	94	141
<b>Diversion</b>							
# of Juveniles Placed on Diversion	n/a	n/a	104	111	93	90	130

**STAFFING:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
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	2	2	2	2	2	2	2
Municipal Court Diversion Officers	0	0	2	2	2	2	1
Municipal Court Judges	2	2	2	2	2	2	2
Administrative Specialist	0	0	.5	.5	.5	.5	.5
<b>Total City Municipal Court Office</b>	<b>6</b>	<b>6</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.75</b>	<b>7.5</b>

<b>GENERAL FUND</b>						
<b>Judicial</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-30-32-412</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>2016-17</b>
			<b>2015-16</b>	<b>2015-16</b>		
Salaries	375,161	390,984	416,605	416,605		353,920
Overtime	762	940	1,500	1,500		500
Merit Pay Plan	-	-	-	-		-
On-Call Pay	4,155	4,654	6,000	6,000		3,000
Benefits	157,956	156,539	167,104	167,104		155,946
<b>Subtotal Personnel Costs</b>	<b>\$ 538,034</b>	<b>\$ 553,117</b>	<b>\$ 591,209</b>	<b>\$ 591,209</b>		<b>\$ 513,366</b>
Contractual Services	139,230	187,675	183,290	183,290		165,758
Materials and Supplies	7,156	11,787	17,960	17,960		8,922
<b>Subtotal Operating Costs</b>	<b>\$ 146,386</b>	<b>\$ 199,462</b>	<b>\$ 201,250</b>	<b>\$ 201,250</b>		<b>\$ 174,680</b>
<b>Total Operating</b>	<b>\$ 684,419</b>	<b>\$ 752,579</b>	<b>\$ 792,459</b>	<b>\$ 792,459</b>		<b>\$ 688,046</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 684,419</b>	<b>\$ 752,579</b>	<b>\$ 792,459</b>	<b>\$ 792,459</b>		<b>\$ 688,046</b>

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, \$83,766

**Materials and Supplies** - n/a

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



<b>GENERAL FUND</b>				<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Facilities Maintenance (City Hall/City West)</b>	<b>Actual</b>	<b>Actual</b>		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>001-30-33-419 / 601-30-39-419</b>	<b>2013-14</b>	<b>2014-15</b>		<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	409,788	429,630		434,124	434,124	365,033
Overtime	4,064	3,150		4,000	4,000	4,000
Merit Pay Plan	-	-		-	-	-
On-Call Pay	3,111	7,946		4,500	4,500	2,250
Benefits	198,250	225,065		245,448	245,448	212,604
<b>Subtotal Personnel Costs</b>	<b>\$ 615,213</b>	<b>\$ 665,792</b>		<b>\$ 688,072</b>	<b>\$ 688,072</b>	<b>\$ 583,887</b>
Contractual Services	8,971	8,785		8,760	8,760	7,760
Materials and Supplies	860,375	840,914		873,558	873,558	805,064
<b>Subtotal Operating Costs</b>	<b>\$ 869,346</b>	<b>\$ 849,699</b>		<b>\$ 882,318</b>	<b>\$ 882,318</b>	<b>\$ 812,824</b>
<b>Total Operating</b>	<b>\$ 1,484,559</b>	<b>\$ 1,515,491</b>		<b>\$ 1,570,390</b>	<b>\$ 1,570,390</b>	<b>\$ 1,396,711</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ 185,329</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 1,484,559</b>	<b>\$ 1,700,820</b>		<b>\$ 1,570,390</b>	<b>\$ 1,570,390</b>	<b>\$ 1,396,711</b>

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

**Contractual Services** - n/a

**Materials and Supplies** - Building maintenance at City Hall & City West \$270,000, Service agreements \$120,000, Utilities (including Heated Storage Bldg) \$235,995, Natural gas \$62,000, Custodial supplies \$41,096, Insurance \$34,531

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



<b>GENERAL FUND</b>					
<b>Information Technology</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-30-34-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	625,356	644,700	614,178	614,178	520,920
Overtime	12,699	10,798	15,000	15,000	12,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	25,116	25,339	27,820	27,820	13,000
Benefits	254,809	268,496	277,533	277,533	258,526
<b>Subtotal Personnel Costs</b>	<b>\$ 917,979</b>	<b>\$ 949,333</b>	<b>\$ 934,531</b>	<b>\$ 934,531</b>	<b>\$ 804,446</b>
Contractual Services	964,763	865,575	977,481	988,225	893,494
Materials and Supplies	67,851	63,436	65,351	65,351	57,799
<b>Subtotal Operating Costs</b>	<b>\$ 1,032,614</b>	<b>\$ 929,011</b>	<b>\$ 1,042,832</b>	<b>\$ 1,053,576</b>	<b>\$ 951,293</b>
<b>Total Operating</b>	<b>\$ 1,950,593</b>	<b>\$ 1,878,344</b>	<b>\$ 1,977,363</b>	<b>\$ 1,988,107</b>	<b>\$ 1,755,739</b>
<b>Total Capital</b>	<b>\$ 756,490</b>	<b>\$ 755,487</b>	<b>\$ 375,210</b>	<b>\$ 595,091</b>	<b>\$ 15,000</b>
<b>Interfund Transfers</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 2,735,083</b>	<b>\$ 2,633,830</b>	<b>\$ 2,352,573</b>	<b>\$ 2,583,198</b>	<b>\$ 1,770,739</b>

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

**Contractual Services** - Maintenance/Service agreements \$879,928

**Materials and Supplies** - n/a

**Capital** - *Unless Noted, All Items Approved CIP* - Replacement Phone Routers \$15,000



<b>GENERAL FUND</b>				<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Geographical Information Systems</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>001-30-35-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	389,042	415,828	431,058	431,058	410,258	
Overtime	1,211	-	250	250	-	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	168,311	187,901	198,924	198,924	202,532	
<b>Subtotal Personnel Costs</b>	<b>\$ 558,564</b>	<b>\$ 603,729</b>	<b>\$ 630,232</b>	<b>\$ 630,232</b>	<b>\$ 612,790</b>	
Contractual Services	45,928	46,260	93,316	126,000	13,744	
Materials and Supplies	26,321	28,417	27,466	27,466	15,100	
<b>Subtotal Operating Costs</b>	<b>\$ 72,249</b>	<b>\$ 74,677</b>	<b>\$ 120,782</b>	<b>\$ 153,466</b>	<b>\$ 28,844</b>	
<b>Total Operating</b>	<b>\$ 630,813</b>	<b>\$ 678,406</b>	<b>\$ 751,014</b>	<b>\$ 783,698</b>	<b>\$ 641,634</b>	
<b>Total Capital</b>	<b>\$ 46,530</b>	<b>\$ -</b>	<b>\$ 44,665</b>	<b>\$ 44,665</b>	<b>\$ -</b>	
<b>Interfund Transfers</b>	<b>\$ -</b>					
<b>GRAND TOTAL</b>	<b>\$ 677,343</b>	<b>\$ 678,406</b>	<b>\$ 795,679</b>	<b>\$ 828,363</b>	<b>\$ 641,634</b>	

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

Contractual Services - n/a

Materials and Supplies - n/a

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



**ACTIVITY DESCRIPTION:**

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

**MAJOR GOALS FOR FY 2016/2017:**

- Complete Implementation of the electronic citation project.
- Complete a staffing and district evaluation in preparation for potential annexations.
- Initiate the consolidation of the Gillette Police Department and Campbell County Sheriff's Office Spillman servers and software.

<b>PERFORMANCE MEASURES:</b>	2009	2010	2011	2012	2013	2014	2015
Population Served	33,159	29,750	30,340	30,646	32,000	32,520	31,411
Service Area of City (square miles)	18.98	19.22	19.6	19.7	20.87	21.66	21.69
Number of Sworn Staff	55	55	55	55	56	57	55
Number of Sworn Staff per Capita	1.66	1.85	1.81	1.80	1.75	1.75	1.75
Total Calls for Service	32,229*	34,458*	34,738*	35,536*	33,542*	36,433*	37,005*
Number of Part I/II Crimes	4,115	4,184	4,293	5,093	4385	4374	4150
Total Number of Traffic Crashes	1,576	1,486	1,442	1,247	1267	1354	1332
Total Number of Crash Related Injuries	211	184	167	252	206	265	267

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

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Chief of Police	1	1	1	1	1	1	1
Deputy Chief of Police	1	1	1	1	0	0	0
Police Lieutenant	2	2	2	2	2	2	2
Police Sergeant	5	5	5	5	6	6	6
Police Corporal	6	6	6	6	6	6	5
Police Officer	40	40	40	40	41	42	39
Technical Services Manager	1	1	1	1	1	1	1
Personnel Services Coordinator	1	1	1	0	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	4
Intern	1.5	1.5	2.5	1	1	1	0
<b>Total Police Department</b>	<b>69.5</b>	<b>69.5</b>	<b>70.5</b>	<b>68</b>	<b>69</b>	<b>70</b>	<b>64</b>

<b>GENERAL FUND</b>					
<b>Police</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-40-40-421</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	4,080,038	4,138,243	4,488,197	4,488,197	4,070,296
Overtime	248,827	277,600	335,000	335,000	335,000
Merit Pay Plan	3,181	-	-	-	-
On-Call Pay	22,600	22,886	25,000	25,000	12,500
Benefits	1,857,284	2,036,866	2,200,291	2,200,291	2,085,863
<b>Subtotal Personnel Costs</b>	<b>\$ 6,211,930</b>	<b>\$ 6,475,594</b>	<b>\$ 7,048,489</b>	<b>\$ 7,048,489</b>	<b>\$ 6,503,659</b>
Contractual Services	103,645	114,498	119,440	119,440	113,480
Materials and Supplies	848,075	903,536	947,377	968,708	802,348
<b>Subtotal Operating Costs</b>	<b>\$ 951,720</b>	<b>\$ 1,018,034</b>	<b>\$ 1,066,817</b>	<b>\$ 1,088,148</b>	<b>\$ 915,828</b>
<b>Total Operating</b>	<b>\$ 7,163,650</b>	<b>\$ 7,493,629</b>	<b>\$ 8,115,306</b>	<b>\$ 8,136,637</b>	<b>\$ 7,419,487</b>
<b>Total Capital</b>	<b>\$ 4,590</b>	<b>\$ 26,036</b>	<b>\$ 151,405</b>	<b>\$ 151,405</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>				
<b>GRAND TOTAL</b>	<b>\$ 7,168,240</b>	<b>\$ 7,519,665</b>	<b>\$ 8,266,711</b>	<b>\$ 8,288,042</b>	<b>\$ 7,419,487</b>

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 \$209,000, Vehicle replacement \$168,800, Computer Plan \$79,500 (Replacements - ToughBooks \$72,000), Gasoline \$102,948, Firearms supplies, animal care, investigative supplies, patrol supplies, Special Operations supplies \$82,500

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



**ACTIVITY DESCRIPTION:**

The Gillette Police Department Communications center serves as the City's Public Safety Answering Point and exists as the vital link between the residents and visitors of the City of Gillette and all public agency non-emergency service providers. The Communications Center is responsible for receiving, processing and dispatching all emergency and non-emergency calls for service within the City of Gillette.

**MAJOR GOALS FOR FY 2016/2017:**

- Research and coordinate 911 equipment replacement with Campbell County Sheriff's Department and other regional law enforcement.
- Evaluate voice & radio logger joint implementation with Campbell County Sheriff's Office.
- Initiate consolidation with the Campbell County Sheriff's Office dispatch center.

**PERFORMANCE MEASURES:**

	2009	2010	2011	2012	2013	2014	2015
Population Served	33,159	29,750	30,340	30,646	32,000	32,520	31,411
Total Calls Received in the Center	95,416	83,609	104,538	102,923	85,501	95,915	85,743
Total Calls for Service Dispatched	32,229**	34,458**	34,738**	35,536**	33,542**	36,433**	37,005**
Number of Staff	9	9	9	9	9	9	9
Staff to Total Calls Ratio	1:10,602	1:9,290	1:11,615	1:11,436	1:9,500	1:10,657	1:9,527

\* New software was implemented in 2008 changing the logging of the number of calls and lines, including 911 lines, in the dispatch center.

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

**STAFFING:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Police Communications Coordinator	1	1	1	1	0	0	0
Police Communications Technician	8	8	8	8	8	10.5	10
Police Communications Supervisor	0	0	0	0	1	1	1
<b>Total Dispatch</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>11.5</b>	<b>11</b>

<b>GENERAL FUND</b>					
<b>Dispatch</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-40-41-421</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	512,153	533,407	672,700	672,700	620,160
Overtime	18,316	39,894	31,500	31,500	31,500
Merit Pay Plan	2,069	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	226,630	250,567	333,736	333,736	305,538
<b>Subtotal Personnel Costs</b>	<b>\$ 759,168</b>	<b>\$ 823,868</b>	<b>\$ 1,037,936</b>	<b>\$ 1,037,936</b>	<b>\$ 957,198</b>
Contractual Services	967	964	960	960	960
Materials and Supplies	19,201	16,322	13,800	13,800	9,500
<b>Subtotal Operating Costs</b>	<b>\$ 20,168</b>	<b>\$ 17,286</b>	<b>\$ 14,760</b>	<b>\$ 14,760</b>	<b>\$ 10,460</b>
<b>Total Operating</b>	<b>\$ 779,335</b>	<b>\$ 841,153</b>	<b>\$ 1,052,696</b>	<b>\$ 1,052,696</b>	<b>\$ 967,658</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 779,335</b>	<b>\$ 841,153</b>	<b>\$ 1,052,696</b>	<b>\$ 1,052,696</b>	<b>\$ 967,658</b>

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 2016/2017:**

- 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.

**PERFORMANCE MEASURES:**

	2009	2010	2011	2012	2013	2014	2015
Crime Victims Served	1,171	1,068	1,079	2,146	1808	2,243	1334
# of Officer Requests for Service	87	103	91	93	229	189	113
Volunteer Hours	1,752	1,601	1,728	1,755	4174	5,039	3857
# of Active Volunteers	14	22	24	24	17	12	9
Volunteers Recruited	3	8	5	12	11	3	1
Number of Restitution Orders	*	61	117	117	154	294	432
Number of Returned Surveys	42	99	22	12	5	9	9

\* This data was not previously tracked.  
 These numbers are based on a calendar year, not a fiscal year.

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Victim Services Director	1	1	1	1	1	1	1
Victim Service Specialists	1	1	1	1	2	2	1
<b>Total Victim Services</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>

<b>GENERAL FUND</b>				<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Victim Services</b>	<b>Actual</b>	<b>Actual</b>		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>001-40-42-421</b>	<b>2013-14</b>	<b>2014-15</b>		<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	77,663	87,426		132,876	132,876	93,249
Overtime	409	853		1,000	1,000	500
Merit Pay Plan	-	-		-	-	-
On-Call Pay	20	3,343		3,500	3,500	1,750
Benefits	32,462	37,335		70,993	70,993	52,316
<b>Subtotal Personnel Costs</b>	<b>\$ 110,553</b>	<b>\$ 128,957</b>		<b>\$ 208,369</b>	<b>\$ 208,369</b>	<b>\$ 147,815</b>
Contractual Services	1,526	1,383		1,500	1,500	1,500
Materials and Supplies	6,680	2,093		14,107	14,107	14,800
<b>Subtotal Operating Costs</b>	<b>\$ 8,207</b>	<b>\$ 3,476</b>		<b>\$ 15,607</b>	<b>\$ 15,607</b>	<b>\$ 16,300</b>
<b>Total Operating</b>	<b>\$ 118,760</b>	<b>\$ 132,433</b>		<b>\$ 223,976</b>	<b>\$ 223,976</b>	<b>\$ 164,115</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 118,760</b>	<b>\$ 132,433</b>		<b>\$ 223,976</b>	<b>\$ 223,976</b>	<b>\$ 164,115</b>

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



<b>GENERAL FUND</b>						
<b>Substance Abuse Prevention</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-40-43-421</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	
Salaries	57,693	53,083	65,778	65,778	-	
Overtime	32	-	-	-	-	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	29,838	28,408	36,671	36,671	-	
<b>Subtotal Personnel Costs</b>	<b>\$ 87,563</b>	<b>\$ 81,490</b>	<b>\$ 102,449</b>	<b>\$ 102,449</b>	<b>\$ -</b>	
Contractual Services	964	776	960	960	-	
Materials and Supplies	69,460	85,816	53,883	53,883	-	
<b>Subtotal Operating Costs</b>	<b>\$ 70,425</b>	<b>\$ 86,592</b>	<b>\$ 54,843</b>	<b>\$ 54,843</b>	<b>\$ -</b>	
<b>Total Operating</b>	<b>\$ 157,987</b>	<b>\$ 168,082</b>	<b>\$ 157,292</b>	<b>\$ 157,292</b>	<b>\$ -</b>	
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>GRAND TOTAL</b>	<b>\$ 157,987</b>	<b>\$ 168,082</b>	<b>\$ 157,292</b>	<b>\$ 157,292</b>	<b>\$ -</b>	

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 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 2016/2017:**

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

**PERFORMANCE MEASURES:**

	2009	2010	2011	2012	2013	2014	2015
Population Served	33,159	29,750	30,340	30,646	32,000	32,520	31,411
Service Area of City (square miles)	18.98	19.22	19.6	19.7	20.87	21.66	21.69
Total Calls for Service Handled	5,024	5,233	5,281	5,142	4,235	5472	5559
Total Number of City Animals Handled	2,698	2,561	2,345	2,475	2,303	1602	2069
Total Number of Running at Large Animals Impounded	1,482	1,507	1,332	1,439	1,381	1263	1230
Total Animals Handled at Shelter *	4,109	3,836	3,346	3,538	3,275	3155	2992
Total Animals Adopted *	869	766	714	929	713	846	760

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

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Animal Control Supervisor	1	1	1	1	1	1	1
Animal Control Officers	4	4	4	3	3	3	3
Animal Shelter Assistant	1	1	1	2	3	3	3
<b>Total Animal Control</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>

<b>GENERAL FUND</b>				<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Animal Control / Animal Shelter</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
<b>001-40-44-429 / 001-40-45-429</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	
Salaries	239,761	300,308	327,142	327,142	319,574	
Overtime	3,632	2,378	5,900	5,900	5,200	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	111,567	155,324	162,772	188,772	197,100	
<b>Subtotal Personnel Costs</b>	<b>\$ 354,960</b>	<b>\$ 458,010</b>	<b>\$ 495,815</b>	<b>\$ 521,815</b>	<b>\$ 521,874</b>	
Contractual Services	40,816	41,418	53,560	53,560	50,260	
Materials and Supplies	69,486	59,428	81,660	83,460	79,883	
<b>Subtotal Operating Costs</b>	<b>\$ 110,302</b>	<b>\$ 100,845</b>	<b>\$ 135,220</b>	<b>\$ 137,020</b>	<b>\$ 130,143</b>	
<b>Total Operating</b>	<b>\$ 465,262</b>	<b>\$ 558,855</b>	<b>\$ 631,035</b>	<b>\$ 658,835</b>	<b>\$ 652,017</b>	
<b>Total Capital</b>	<b>\$ -</b>					
<b>Interfund Transfers</b>	<b>\$ -</b>					
<b>GRAND TOTAL</b>	<b>\$ 465,262</b>	<b>\$ 558,855</b>	<b>\$ 631,035</b>	<b>\$ 658,835</b>	<b>\$ 652,017</b>	

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

**Contractual Services** - Spay/Neuter program vouchers \$25,000

**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 2016/2017:**

- Through data analysis, ensure we are providing efficient and cost effective Solid Waste services, including the collection of the curbside 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 Waste Diversion Manager 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 Energy Capital Sports Complex.
- To set goals for the department which reflect City Council goals.
- To facilitate a Solid Waste Cost of Service and Operations Study.

**PERFORMANCE MEASURES:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
# of Population Served	29,750	30,340	30,490	30,646	32,000	32,520	31,411
# of Public Works Employees Managed (RFTE)	40	40	40	40	41	41	40
Staff: Population Ratio	1:743	1:758	1:762	1:766	1:781	1:793	1:785
# of Incident Management Requests: (Citizen Requests)	0	0	0	0	475	1174	1300

**STAFFING:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Public Works Director	1	1	1	1	1	1	1
Public Works Operations Manager	0	0	0	1	1	1	0
Senior Administrative Assistant	1	1	1	1	1	1	1
Administrative Assistant	1	1	2	2	2	2	2
<b>Total Public Works Administration</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>

<b>GENERAL FUND</b>				<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Public Works Administration</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
<b>001-50-50-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	
Salaries	327,096	369,337	369,133	369,133	280,198	
Overtime	356	1,000	2,000	2,000	2,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	130,340	179,994	187,221	187,221	152,984	
<b>Subtotal Personnel Costs</b>	<b>\$ 457,792</b>	<b>\$ 550,332</b>	<b>\$ 558,354</b>	<b>\$ 558,354</b>	<b>\$ 435,182</b>	
Contractual Services	14,795	24,689	21,057	21,057	16,909	
Materials and Supplies	18,067	30,610	23,500	23,500	13,795	
<b>Subtotal Operating Costs</b>	<b>\$ 32,862</b>	<b>\$ 55,299</b>	<b>\$ 44,557</b>	<b>\$ 44,557</b>	<b>\$ 30,704</b>	
<b>Total Operating</b>	<b>\$ 490,654</b>	<b>\$ 605,631</b>	<b>\$ 602,911</b>	<b>\$ 602,911</b>	<b>\$ 465,886</b>	
<b>Total Capital</b>	<b>\$ -</b>					
<b>Interfund Transfers</b>	<b>\$ -</b>					
<b>GRAND TOTAL</b>	<b>\$ 490,654</b>	<b>\$ 605,631</b>	<b>\$ 602,911</b>	<b>\$ 602,911</b>	<b>\$ 465,886</b>	

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 City of Gillette Parks Division is to provide access to recreational opportunities for all residents, as well as those with disabilities in order to enhance physical, cognitive, emotional, and social functioning, as well as a sense of belonging to the community. Our goal is to provide a safe, interconnected, and sustainable system of vibrant parks, thriving green spaces, and quality recreation opportunities that enhance our community and its economic vitality. The Parks division provides the highest level of facilities and services that will positively affect and respond to the changing needs within our community while adhering to the City’s strategic goals. In partnership with the Parks and Beautification Board, the Parks division is responsible for the planning and development of new parks according to the recommendation of the Parks and Pathways Master Plan, and, is responsible for pathway snow removal and maintenance. The Parks division also performs landscape inspections to determine compliance with the City of Gillette Landscape Ordinance.

The primary mission of the Swimming Pool is to provide the public with a safe and pleasant water oriented recreation experience. The pool facility is open during the summer months and maintained by the Parks Division. As of 2007, the City of Gillette contracted with Campbell County for operations. The outdoor pool facility will remain free to the public and include a deep well for diving, a lap swim area, a water slide, a zero depth/shallow area pool, wheelchair 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 2016/2017:**

- Continue to provide recreational opportunities at the Energy Capital Sports Complex and Dalbey Park Sports Fields
- Continue to review, revise and update the Parks and Pathways Master Plan to insure that it remains a living document
- Continue upkeep of existing irrigation systems to increase efficiency and allow targeted tree watering during drought cycles
- Continue working with the Water Division and the Waste Diversion Manager to continue working within the water budget for the parks and other large water users, and continue to upgrade components to ensure efficient water usage in all irrigated areas
- Complete the following projects: Add additional dog waste stations and trash containers in parks and on pathways
- Continue to replace park benches in numerous park 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

**PERFORMANCE MEASURES:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Developed Parks	32	34	36	37	38	38	38
Developed Park Acres	221	228	210	229	661.11	661.11	661.11
Undeveloped Acres	770	740	740	535	157.35	157.35	157.35
Pathway Miles	86	89.6	61	65	48.92	52.2	52.2
Pool Usage	30,240	28,234	35,443	36,029	29,869	32,278	35,000

**STAFFING:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Parks Supervisor	1	1	1	1	1	1	1
Parks Crew Lead	0	0	1	1	0	0	0
Public Works Senior Operators	0	0	0	0	0	0	0
Park Services Worker/Public Works Operators	6	6	8	7	9	9	7
Summer/Seasonal Workers							

	Budgeted	in Contract Labor					
<b>Total Parks Division</b>	<b>26</b>	<b>34</b>	<b>41</b>	<b>40</b>	<b>44</b>	<b>44</b>	<b>29</b>
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
<b>Total City Pool</b>	<b>13*</b>	<b>13*</b>	<b>13*</b>	<b>13*</b>	<b>13*</b>	<b>13*</b>	<b>13*</b>

**\*MANAGED THROUGH THE CAMPBELL COUNTY PARKS AND RECREATION DEPARTMENT**

<b>GENERAL FUND</b>				<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Parks &amp; Landscaping / Swimming Pool</b>	<b>Actual</b>	<b>Actual</b>		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>001-50-51-452 / 001-50-52-451</b>	<b>2013-14</b>	<b>2014-15</b>		<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	635,131	637,132		697,052	697,052	554,116
Overtime	49,939	67,497		85,000	85,000	34,000
Merit Pay Plan	-	-		-	-	-
On-Call Pay	13,465	14,576		15,000	15,000	7,500
Benefits	247,244	267,243		287,843	287,843	248,293
<b>Subtotal Personnel Costs</b>	<b>\$ 945,779</b>	<b>\$ 986,449</b>	<b>\$ 1,084,894</b>	<b>\$ 1,084,894</b>	<b>\$ 1,084,894</b>	<b>\$ 843,909</b>
Contractual Services	188,065	230,678		209,224	209,224	167,164
Materials and Supplies	820,750	940,297		1,010,195	1,010,195	769,835
<b>Subtotal Operating Costs</b>	<b>\$ 1,008,815</b>	<b>\$ 1,170,976</b>	<b>\$ 1,219,419</b>	<b>\$ 1,219,419</b>	<b>\$ 1,219,419</b>	<b>\$ 936,999</b>
<b>Total Operating</b>	<b>\$ 1,954,594</b>	<b>\$ 2,157,424</b>	<b>\$ 2,304,313</b>	<b>\$ 2,304,313</b>	<b>\$ 2,304,313</b>	<b>\$ 1,780,908</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ 60,323</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ 49,660</b>	<b>\$ -</b>				
<b>GRAND TOTAL</b>	<b>\$ 2,004,254</b>	<b>\$ 2,217,748</b>	<b>\$ 2,354,313</b>	<b>\$ 2,354,313</b>	<b>\$ 2,354,313</b>	<b>\$ 1,780,908</b>

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 \$31,384, Contracted labor for Swimming Pool through County \$75,000

**Materials and Supplies** - Vehicle maintenance \$115,000, Vehicle replacement \$71,331, Rental of Pool Vehicles \$25,000, Utilities \$364,300, Annuals, perennials, mosquito abatement \$80,000, Chlorine for Pool \$26,500

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



**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. Forestry maintains trees for sight distance and passage within intersections, roads and alleyways and maintains an inventory of existing trees. We work with volunteers to enhance the Urban Forest, and help design City-wide beautification areas which may involve planting new trees or moving existing trees. The division manages and maintains the City tree farm, to provide replacement trees for various areas and assist other divisions with tree related issues. Forestry develops educational programs to improve the appreciation of our urban forest and the importance of trees to our community. We will continue to participate in the Tree City USA program and organize the City's annual Arbor Day celebration. The division consults with citizens regarding tree issues and concerns.

**MAJOR GOALS FOR FY 2016/2017:**

- Receive Tree City USA designation for the 24<sup>th</sup> 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.

<b>PERFORMANCE MEASURES:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Trees Trimmed	289	170	**1,997	***2,575	282	325	555
Trees Removed	242	150	193	227	159	175	397
Stumps Ground	156	150	161	105	149	155	140
Trees Planted	140	150	68	1028	379	275	580
Trees Transplanted	10	15	61	54	15	30	30
Public Consultations	14	20	63	98	90	95	82
Christmas Trees Chipped (Tons)	N/A	4.5	6	9	15	15	16

**\*\*1,500 trees trimmed by contract**  
**\*\*\* Storm damaged trees**

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Arborist	1	1	1	1	1	1	1
Public Works Operator	1	1	1	1	1	1	1
Seasonal Workers	0	2	3	3	3	3	0
<b>Total Forestry Division</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>2</b>

<b>GENERAL FUND</b>						
<b>Forestry</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>001-50-53-452</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	
Salaries	79,128	104,787	115,012	115,012	84,449	
Overtime	7,875	6,282	12,000	12,000	6,000	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	2,348	2,085	3,440	3,440	1,250	
Benefits	35,240	50,405	53,746	53,746	53,201	
<b>Subtotal Personnel Costs</b>	<b>\$ 124,591</b>	<b>\$ 163,559</b>	<b>\$ 184,197</b>	<b>\$ 184,197</b>	<b>\$ 144,900</b>	
Contractual Services	75,744	143,288	69,000	224,500	6,500	
Materials and Supplies	85,484	82,785	67,394	67,394	50,145	
<b>Subtotal Operating Costs</b>	<b>\$ 161,228</b>	<b>\$ 226,073</b>	<b>\$ 136,394</b>	<b>\$ 291,894</b>	<b>\$ 56,645</b>	
<b>Total Operating</b>	<b>\$ 285,819</b>	<b>\$ 389,632</b>	<b>\$ 320,591</b>	<b>\$ 476,091</b>	<b>\$ 201,545</b>	
<b>Total Capital</b>	<b>\$ -</b>					
<b>Interfund Transfers</b>	<b>\$ -</b>					
<b>GRAND TOTAL</b>	<b>\$ 285,819</b>	<b>\$ 389,632</b>	<b>\$ 320,591</b>	<b>\$ 476,091</b>	<b>\$ 201,545</b>	

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: General  
UNIT: Streets

**ACTIVITY DESCRIPTION:**

The Streets Division is responsible for maintenance and operation of the City’s streets, street right-of-ways (ROWS), 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 Avenues 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 2016/2017:**

- 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
- To maintain safe streets by making temporary pothole and crack repairs as needed
- 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:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Spring Clean Up Tons	225	183	174	119	251	412	412
Priority 1 & 2’s Routes Plowed (Miles)	454	456	40,768	43,952	41,427	42,000	26,297
Arterial/Collectors Swept (Miles)	454	456	15,567	11,294	12,586	12,500	16,550
Right-Of-Way Acres Mowed	610.82	614.53	5,412	5,575	4,368	4,500	5,995
Number of Dewatering Wells	51	52	47	49	49	49	49
Feet of Drainages Cleaned	N/A	N/A	60,784	56,381	32,591	40,000	47,439

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:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Streets Manager	0	0	0	0	0	0	1
Streets Superintendent	1	1	1	0	0	0	0
Streets Supervisor	0	0	0	1	1	1	0
Streets Crew Supervisor	2	2	2	0	0	0	0
Streets Lead Operator	0	0	0	0	0	2	0
Streets Sr. Operator	2	2	1	1	2	2	2
Streets Operator	10	10	13	14	13	11	13
Seasonal Summer Workers	4	4	4	4	6	6	0
<b>Total Streets Division</b>	<b>19</b>	<b>19</b>	<b>21</b>	<b>20</b>	<b>22</b>	<b>22</b>	<b>16</b>

<b>GENERAL FUND</b>					
<b>Streets</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-50-54-431</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	763,229	777,058	815,797	815,797	744,829
Overtime	136,815	138,255	167,000	167,000	50,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	33,931	25,556	45,000	45,000	15,000
Benefits	368,040	418,993	417,914	417,914	472,021
<b>Subtotal Personnel Costs</b>	<b>\$ 1,302,015</b>	<b>\$ 1,359,863</b>	<b>\$ 1,445,710</b>	<b>\$ 1,445,710</b>	<b>\$ 1,281,850</b>
Contractual Services	76,578	387,217	723,817	723,817	95,610
Materials and Supplies	2,508,927	2,714,615	2,920,814	3,045,814	1,731,821
<b>Subtotal Operating Costs</b>	<b>\$ 2,585,505</b>	<b>\$ 3,101,832</b>	<b>\$ 3,644,631</b>	<b>\$ 3,769,631</b>	<b>\$ 1,827,431</b>
<b>Total Operating</b>	<b>\$ 3,887,521</b>	<b>\$ 4,461,695</b>	<b>\$ 5,090,341</b>	<b>\$ 5,215,341</b>	<b>\$ 3,109,281</b>
<b>Total Capital</b>	<b>\$ -</b>				
<b>Interfund Transfers</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	\$ -				
<b>GRAND TOTAL</b>	<b>\$ 3,962,521</b>	<b>\$ 4,461,695</b>	<b>\$ 5,090,341</b>	<b>\$ 5,215,341</b>	<b>\$ 3,109,281</b>

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 \$32,630, Contracted storm drain cleaning \$30,000

**Materials and Supplies** - Repair concrete slabs and manholes in several locations \$150,000, Maintenance/repair of storm drainages \$50,000, Crack sealing and filling \$50,000, Vehicle maintenance \$335,000, Vehicle replacement \$189,760, Rental of Pool Vehicles \$65,000, Utilities \$55,215, Electricity for street lights \$177,414, Diesel \$60,011, Ice slicer \$400,000, Cold patch mix and Emulsion \$40,000, Street light installation and maintenance \$50,000

**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 2016/2017:**

- To complete programmed capital construction projects on time and within budget:
  - Pavement Management System – Various Projects / Boxelder Road – Burma Ave. to Hwy 50 / Boxelder Road Extension: Skyline to Overdale / General Drainage Improvements / Gillette College Student Housing, Ph. II / Campbell County Fire Station #3 / Donkey Creek Festival Improvements / Downtown Facility Enhancements / Safe Routes to Schools Phase II / Donkey Creek Pathway – Dalbey Park to Energy Capital Sports Complex / Temporary Traffic Signal at Boxelder Road and the Kmart Approach
- 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

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
# of Capital Projects Under Construction	29	28	29	24	26	30	25
# of Capital Projects Under Design	6	17	25	17	38	28	18
# of Engineering Studies	7	11	7	5	11	8	5
# of Inspections*	74	38	45	21	15	20	17
# of Permits to Construct Issued	25	28	20	22	24	20	18
# of Street Cut Permits Issued	90	93	131	127	135	106	100

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

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Director of Development Services	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	0/3	0/3*	0/3	0/3	0/3	0/3	0/3
Administrative Supervisor	1	1	1	1	1	0	0
Administrative Assistant	1	1	1	1	1	2	2
<b>Total Engineering</b>	<b>12</b>						

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

<b>GENERAL FUND</b>					
<b>Engineering</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-60-60-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	1,002,944	960,332	1,036,180	1,036,180	1,019,734
Overtime	7,950	15,149	10,000	10,000	30,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	361,499	393,129	430,814	440,814	464,916
<b>Subtotal Personnel Costs</b>	<b>\$ 1,372,393</b>	<b>\$ 1,368,611</b>	<b>\$ 1,476,994</b>	<b>\$ 1,486,994</b>	<b>\$ 1,514,650</b>
Contractual Services	24,827	21,364	40,180	40,180	20,720
Materials and Supplies	51,573	49,455	66,876	66,876	40,585
<b>Subtotal Operating Costs</b>	<b>\$ 76,400</b>	<b>\$ 70,819</b>	<b>\$ 107,056</b>	<b>\$ 107,056</b>	<b>\$ 61,305</b>
<b>Total Operating</b>	<b>\$ 1,448,794</b>	<b>\$ 1,439,430</b>	<b>\$ 1,584,050</b>	<b>\$ 1,594,050</b>	<b>\$ 1,575,955</b>
<b>Total Capital</b>	<b>\$ (35,702)</b>	<b>\$ (30,294)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ 35,702</b>	<b>\$ 30,294</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 1,448,794</b>	<b>\$ 1,439,430</b>	<b>\$ 1,584,050</b>	<b>\$ 1,594,050</b>	<b>\$ 1,575,955</b>

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 2016/2017**

- 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
- Continue to scan address files and blue prints and archive with the State
- Become proficient using Tyler Software for Permits, Inspections, and Contractor Licensing
- Begin Residential Stormwater Permitting and Inspection
- Implement the 2015 International Building Codes

PERFORMANCE MEASURES:	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Commercial Building Permits	35	36	28	24	32	33	29
Residential Building Permits	262	225	143	125	175	180	21
Total All Permits (elec., mech., plbg., etc.)	4,818	3,054	2,685	2,400	2,750	2,600	1,777
Stormwater Permits	-	-	-	0	0	180	21
Field Inspections	11,471	10,715	9,515	9,000	10,300	9,750	5,814
Stormwater Inspections	-	-	0	50	150	180	21
Contractor Licenses	743	743	781	738	750	796	719
Individual Trade Licenses	534	534	477	403	450	479	395

STAFFING:	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
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
<b>Total Building Inspection</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>7</b>

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

<b>GENERAL FUND</b>					
<b>Building Inspection</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-60-61-424</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	449,806	463,096	473,232	473,232	458,456
Overtime	22	279	1,000	1,000	-
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	171,554	189,040	200,031	200,031	204,639
<b>Subtotal Personnel Costs</b>	<b>\$ 621,381</b>	<b>\$ 652,415</b>	<b>\$ 674,263</b>	<b>\$ 674,263</b>	<b>\$ 663,095</b>
Contractual Services	7,855	10,528	35,620	35,620	30,120
Materials and Supplies	46,027	45,113	50,283	50,283	30,282
<b>Subtotal Operating Costs</b>	<b>\$ 53,882</b>	<b>\$ 55,641</b>	<b>\$ 85,903</b>	<b>\$ 85,903</b>	<b>\$ 60,402</b>
<b>Total Operating</b>	<b>\$ 675,263</b>	<b>\$ 708,056</b>	<b>\$ 760,166</b>	<b>\$ 760,166</b>	<b>\$ 723,497</b>
<b>Total Capital</b>	<b>\$ -</b>				
<b>Interfund Transfers</b>	<b>\$ -</b>				
<b>GRAND TOTAL</b>	<b>\$ 675,263</b>	<b>\$ 708,056</b>	<b>\$ 760,166</b>	<b>\$ 760,166</b>	<b>\$ 723,497</b>

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



<b>GENERAL FUND</b>					
<b>Traffic Safety</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-60-62-424</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	110,458	110,532	113,004	113,004	106,830
Overtime	1,309	256	2,500	2,500	1,000
Merit Pay Plan		-	-	-	-
On-Call Pay	165	18,534	19,000	19,000	9,500
Benefits	40,412	48,085	45,176	45,176	50,437
<b>Subtotal Personnel Costs</b>	<b>\$ 152,344</b>	<b>\$ 177,408</b>	<b>\$ 179,679</b>	<b>\$ 179,679</b>	<b>\$ 167,767</b>
Contractual Services	203,607	206,060	231,080	231,080	231,080
Materials and Supplies	89,641	92,959	94,907	94,907	82,704
<b>Subtotal Operating Costs</b>	<b>\$ 293,248</b>	<b>\$ 299,018</b>	<b>\$ 325,987</b>	<b>\$ 325,987</b>	<b>\$ 313,784</b>
<b>Total Operating</b>	<b>\$ 445,592</b>	<b>\$ 476,426</b>	<b>\$ 505,666</b>	<b>\$ 505,666</b>	<b>\$ 481,551</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ 5,951</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>				
<b>GRAND TOTAL</b>	<b>\$ 445,592</b>	<b>\$ 482,376</b>	<b>\$ 505,666</b>	<b>\$ 505,666</b>	<b>\$ 481,551</b>

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 \$40,000

**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 2016/2017:**

- Initiate several "Island" Annexations as part of the City's Strategic Growth Plan
- Complete the re-write and adoption of the updated Zoning Ordinance
- Implement the goals and objectives of the 2013 City Comprehensive Plan Update
- Develop a user handbook to accompany the new Zoning Ordinance
- Assist with grant funded projects
- Process subdivision, zoning and development projects in a timely manner
- Provide training and support to assigned boards
- Complete studies, regulatory review, policy analysis and special projects as requested
- Design and implement programs and processes that support the City's Strategic Plan

**PERFORMANCE MEASURES:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Annexations/Pre-Annexations	3/6	2/3	2/2	3/0	4/2	3/1	3/0
Sketch Plats	0	1	1	1	0	1	0
Preliminary Plats	2	1	7	1	3	2	2
Major Final Plats/Minor Final Plats	2/20	2/5	6/34	9/12	7/20	5/20	7/18
Condominium Plats	3	1	2	0	0	0	0
Commercial Site Plans/Development Plans	14/6	12/1	25/5	9/3	22/6	25/3	24/6
Subdivision Text/Zoning Text Amendments	0/2	0/0	0/0	0/0	0/1	0/1	0/2
Zoning Map Amendments	5	3	9	6	7	7	10
Easement/R-O-W Vacations	3/1	2/1	8/2	5/0	3/1	3/1	7/1
County Preliminary Plats/County Final Plats	1/1	0/1	0/1	0/3	0/3	0/3	0/3

**STAFFING:**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Planning Division Manager	1	1	1	1	1	1	1
Planner	2	2	2	1	1	1	1
Senior Planner	1	1	1	1	1	1	0
Planning Technician	0	0	0	1	0	0	0
Administrative Assistant	1	1	1	1	1	1	1
Intern	0.5	0.5	0	0	0	0	0

<b>Total Planning</b>	<b>5.5</b>	<b>5.5</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>
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<b>GENERAL FUND</b>					
<b>Planning</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-60-63-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	267,427	234,391	271,634	271,634	202,728
Overtime	111	-	500	500	500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	110,739	102,196	139,569	139,569	91,520
<b>Subtotal Personnel Costs</b>	<b>\$ 378,277</b>	<b>\$ 336,587</b>	<b>\$ 411,703</b>	<b>\$ 411,703</b>	<b>\$ 294,748</b>
Contractual Services	31,092	44,937	13,210	13,210	61,960
Materials and Supplies	18,201	21,701	24,839	24,839	19,159
<b>Subtotal Operating Costs</b>	<b>\$ 49,293</b>	<b>\$ 66,638</b>	<b>\$ 38,049</b>	<b>\$ 38,049</b>	<b>\$ 81,119</b>
<b>Total Operating</b>	<b>\$ 427,569</b>	<b>\$ 403,225</b>	<b>\$ 449,752</b>	<b>\$ 449,752</b>	<b>\$ 375,867</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>				
<b>GRAND TOTAL</b>	<b>\$ 427,569</b>	<b>\$ 403,225</b>	<b>\$ 474,752</b>	<b>\$ 474,752</b>	<b>\$ 375,867</b>

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

**Contractual Services** - City action plans \$55,000

**Materials and Supplies** - n/a

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



<b>GENERAL FUND</b>					
<b>Code Compliance</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>001-60-64-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	96,970	101,580	105,055	105,055	101,006
Overtime	312	235	2,500	2,500	500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	39,316	52,229	54,251	54,251	55,843
<b>Subtotal Personnel Costs</b>	<b>\$ 136,598</b>	<b>\$ 154,045</b>	<b>\$ 161,806</b>	<b>\$ 161,806</b>	<b>\$ 157,349</b>
Contractual Services	(515)	6,303	8,000	8,000	3,500
Materials and Supplies	5,854	8,403	17,015	17,015	9,478
<b>Subtotal Operating Costs</b>	<b>\$ 5,339</b>	<b>\$ 14,706</b>	<b>\$ 25,015</b>	<b>\$ 25,015</b>	<b>\$ 12,978</b>
<b>Total Operating</b>	<b>\$ 141,937</b>	<b>\$ 168,751</b>	<b>\$ 186,821</b>	<b>\$ 186,821</b>	<b>\$ 170,327</b>
<b>Total Capital</b>	<b>\$ -</b>				
<b>Interfund Transfers</b>	<b>\$ -</b>				
<b>GRAND TOTAL</b>	<b>\$ 141,937</b>	<b>\$ 168,751</b>	<b>\$ 186,821</b>	<b>\$ 186,821</b>	<b>\$ 170,327</b>

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**

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**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 \$6,000,000 decrease from the prior year budget. Also included are anticipated grant revenues for a pathway between Dalbey Park and the Energy Capital Sports Complex totaling \$244,517. A portion of the fuel tax allocation to cities and towns, totaling \$1,028,000, 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**

<b>Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>201-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>Sales &amp; Use Tax</b>	22,085,232	24,344,346	20,000,000	20,000,000	14,200,000
<b>Motor Fuel Tax</b>	589,646	680,811	889,869	889,869	900,000
<b>Federal Grants</b>	-	207	133,840	327,066	244,517
<b>State Grants</b>	973,973	864,462	899,400	1,537,452	-
<b>Local Grants</b>	-	30,185	-	-	-
<b>Highway and Streets</b>	300	-	-	-	-
<b>Interest on Investments</b>	31,209	49,845	42,000	42,000	44,500
<b>Unrealized Gain/Loss</b>	5,841	(11,847)	-	-	-
<b>Miscellaneous</b>	110,280	1,838,020	-	69,989	-
<b>Interfund Operating Transfer In</b>	575,000	-	-	-	-
<b>Application of Unassigned Cash</b>	-	-	2,353,771	18,011,951	-
<b>GRAND TOTAL</b>	<b>\$ 24,371,480</b>	<b>\$ 27,796,030</b>	<b>\$ 24,318,880</b>	<b>\$ 40,878,327</b>	<b>\$ 15,389,017</b>

**FUND: Optional Sales Tax**  
**UNIT: One Percent Expenses**



**City of Gillette, Wyoming**

**DEPT: Engineering**  
**CODE: 1005**

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**ACTIVITY DESCRIPTION:**

With the economic downturn and dramatic reduction in anticipated 1% sales tax revenues, a new approach to budgeting in the 1% Fund has been implemented. Instead of proposing projects based on anticipated revenues, only projects for which there are existing funds on hand will be approved. Consequently, projects identified in the 2016/17 budget will be funded with existing dollars available from 2015/16. Actual revenues earned in 2016/17 will be used for 2017/18 projects. The 2016/17 budgeted projects have been prioritized for funding and include: pavement management projects; water and sewer main replacements; and a transfer to the Electric Fund for new distribution lines. In addition, 1% dollars will continue to be used to help various service organizations and other community organizations/events. The budgeted use of these 1% optional sales tax funds continues to reflect the wishes of the public as indicated through survey results.

**OPTIONAL SALES TAX FUND****1% Optional Sales Tax  
201-10-05-419**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Original Budget 2015-16</b>	<b>Adjusted Budget 2015-16</b>	<b>Requested Budget 2016-17</b>
Pavement Management System	3,909,679	2,878,686	4,125,000	8,470,370	3,600,000
Sidewalk Repairs	210,465	234,205	225,000	640,275	-
Land	16,583	22,134	345,000	545,000	-
Buildings	-	-	600,000	600,000	-
Beautification Programs	288,240	346,135	400,000	420,000	-
Park Improvement	1,685,245	245,285	945,000	2,008,703	-
Street Enhancements	3,799,026	5,574,757	963,000	4,520,246	-
Street & Major Road Ext	2,439,433	224,008	5,289,000	5,297,560	-
Traffic Signals	51,096	19,001	479,300	1,233,295	-
Bridges	149,820	32,221	125,000	220,178	-
Drainage Projects	553,156	742,302	200,000	290,805	-
Bike & Walking Pathways	68,853	-	75,000	150,000	244,517
Water Mains	2,528,924	962,041	3,305,000	5,805,000	2,800,000
Water Transmission Lines	2,218,606	21,595	820,000	820,000	-
Wells/Prod/Collection	98,467	-	-	-	-
Water Storage/Reservoirs	-	539,263	425,000	432,000	-
Sanitary Sewer Mains	3,144,426	3,369,538	2,600,000	5,660,000	3,200,000
LID Improvements	-	-	-	145,000	-
Rail Spur Modification	40,000	-	-	-	-
Furn/Fixtures/Equip	-	-	-	-	250,596
Vehicles	42,210	2,347	-	-	-
Enterprise Fund Expenses	(521,307)	(1,388,944)	-	-	-
Construction Work in Progress	(4,958,555)	(2,552,333)	-	-	-
Fixed Assets	(42,210)	-	-	-	-
Social Services Funding	986,346	4,033,164	848,780	969,994	796,000
Outside Agency Funding	127,883	684,410	501,300	597,400	339,000

<b>OPTIONAL SALES TAX FUND</b>			<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>1% Optional Sales Tax</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>201-10-05-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
General Community	40,275	64,077	547,500	547,500	92,500
Interfund Transfers	5,232,337	3,738,759	1,500,000	1,505,000	1,149,404
<b>GRAND TOTAL</b>	<b>\$ 22,108,999</b>	<b>\$ 19,792,652</b>	<b>\$ 24,318,880</b>	<b>\$ 40,878,326</b>	<b>\$ 12,472,017</b>

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

Street Projects

Annual PMS Program

Bike & Walking Pathways

Pathway - Dalbey Park to Energy Capital Sports Complex

Water Projects

Annual Water Main Replacement

Sanitary Sewer Mains

Annual Sanitary Sewer Main Replacement

Furn/Fixtures/Equip

Consolidated Dispatch

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City of Gillette, Wyoming

DEPT: Administration  
CODE: 250/251

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

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**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.

<b>LOCAL IMP. DISTRICT</b>					
<b>LID 50 Revenue - Northland</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>250-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>Principle Revenue</b>	-	-	36,019	36,019	36,920
<b>Interest Revenue</b>	-	-	12,423	12,423	11,522
<b>GRAND TOTAL</b>	\$ -	\$ -	<b>48,442</b>	<b>48,442</b>	<b>\$ 48,442</b>

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<b>LOCAL IMP. DISTRICT</b>					
<b>LID 50 - Northland</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>250-99-99-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Principle	-	-	36,019	36,019	36,920
Interest	-	-	12,423	12,423	11,522
<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,442</b>	<b>\$ 48,442</b>	<b>\$ 48,442</b>

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<b>LOCAL IMP. DISTRICT</b>						
<b>LID 51 Revenue - Indian Hills</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>251-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	
<b>Principle Revenue</b>	-	-	10,045	10,045	9,238	
<b>Interest Revenue</b>	-	-	2,125	2,125	1,579	
<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>12,170</b>	<b>\$ 12,170</b>	<b>\$ 10,817</b>	



**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%)	<sup>1)</sup> 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
<b>TOTAL(s)</b>	<b>\$145,792,000.00</b>	<b>\$71,808,000.00</b>	<b>\$217,600,000.00</b>	

- 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 was collected until March 31, 2015.

**MAJOR GOALS FOR FY 2016/2017 (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 – 2016 (prior yr estimate)	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
<sup>2)</sup> PMTF Loan – Madison Pipeline Project	44,328,358.00			(44,328,358.00)			0
<sup>1)</sup> Cap Tax – Madison Pipeline Portion	75,000,000.00						75,000,000.00
State Grants – District Extensions Project	6,994,800.00	9,080,778.00	6,804,252.00	9,106,749.00	8,013,421.00		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
<b>Yearly Total (anticipated)</b>	<b>293,273,659.00</b>	<b>8,974,500.00</b>	<b>8,139,000.00</b>	<b>-35,716,358.00</b>	<b>8,742,500.00</b>	<b>0</b>	<b>283,413,301.00</b>
<b>Cumulative Total (anticipated)</b>	<b>293,273,659.00</b>	<b>302,248,159.00</b>	<b>310,387,159.00</b>	<b>274,670,801.00</b>	<b>283,413,301.00</b>	<b>283,413,301.00</b>	

<sup>1)</sup> 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.

<sup>2)</sup> 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 2017/19.

<b>MADISON WATER LINE</b>			<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>301-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>Cap Tax - Madison Project</b>	23,218,048	22,585,170	-	-	-
<b>Cap Tax - District Projects</b>	6,145,954	6,037,176	-	-	-
<b>State Grants</b>	4,393,266	20,796,671	19,710,797	84,664,807	67,000
<b>State Loan Revenues</b>	-	-	9,708,303	41,700,576	33,000
<b>District Grant Revenue</b>	246,738	719,151	9,413,500	14,675,512	4,713,450
<b>Madison Cap Tax Int</b>	95,046	208,879	190,000	190,000	255,705
<b>District Cap Tax Int</b>	24,853	48,712	50,000	50,000	51,000
<b>Unrealized Gain/Loss-WyoStar</b>	70,533	(39,151)	-	-	-
<b>Interfund Operating Transfer In</b>	248,802	106,856	141,392	405,931	137,205
<b>Application of Unassigned Cash</b>	-	-	4,636,500	7,228,237	2,321,550
<b>Capital Contribution</b>	32,000	-	-	-	-
<b>GRAND TOTAL</b>	<b>\$ 34,475,241</b>	<b>\$ 50,463,464</b>	<b>\$ 43,850,492</b>	<b>\$ 148,915,063</b>	<b>\$ 7,578,910</b>



City of Gillette, Wyoming

DEPT: Utilities  
CODE: 301

FUND: Madison Waterline  
UNIT: Madison Waterline (Expense)

**ACTIVITY DESCRIPTION:**

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

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 2016/2017:**

- Continue to work with Campbell County, Rural Water Districts, and the WWDC to secure grant funding for the future District Extensions Projects.
- 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 2016-17:
  - #2a - 3 New Madison Production Wells (Drilling Contract)
  - #4b,c,d,f - Pine Ridge Potable Water System and 42" Transmission Line
  - #4e - Sta. 2300+00 to Hwy 51/"D" Road 42-inch Transmission Line
  - #5 - Donkey Creek Pump Station
  - #6 - Pine Ridge Storage Tank
  - #7 - Pine Ridge Disinfection Facility
  - 12UT05 – Regional Water Supply; Phase I District Extensions Project
- Start and/or Continue the following Construction Contracts in FY 2016-17:
  - #2b - Well Field Piping, Pumps and Equipment
  - #8 - PS1 to WYODAK 18-inch Transmission Pipeline Extension
  - E-4 Pine Ridge & New Well Field Electric Distribution System (City)
  - Phase II District Extensions Project

ANTICIPATED EXPENSES:	2009 thru 2016 (estimate)	2016/2017 (anticipated)	2017/2018 (anticipated)	2018/2019 (anticipated)	2019/2020 (anticipated)	2020/2021 (anticipated)	2021/2022 (anticipated)	Total (anticipated)
General Operating Expenses	1,787,000	125,000.00	125,000.00	125,000.00	125,000.00			2,162,000.00
Non-Eligible Contracts	405,000.00	85,000.00						490,000.00
Eligible Contracts – <i>District Extensions</i>	10,090,000.00	13,553,400.00	10,155,600.00	13,592,163.00	3,528,059.00			60,000,000.00
Eligible Contracts – <i>Madison Pipeline</i>	169,300,000.00	48,300,000.00						217,600,000.00
<b>Yearly Total (anticipated)</b>	<b>181,582,000.00</b>	<b>58,590,778.00</b>	<b>62,063,400</b>	<b>10,280,600</b>	<b>13,717,163</b>	<b>12,608,837</b>		<b>280,252,000.00</b>
<b>Cumulative Total (anticipated)</b>	<b>181,582,000.00</b>	<b>239,172,778.00</b>	<b>243,645,400</b>	<b>253,926,000</b>	<b>267,643,163</b>	<b>280,252,000</b>		

STAFFING: (Start of FY:)	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Utilities Project Manager	0	0	1	1	1	1	1	1	1
Senior Administrative Assistant	0	0	1	1	1	1	0	0	0
<b>Total Fund 301 (Madison Waterline)</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>MADISON WATERLINE</b>					
<b>Madison Waterline</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>301-70-72-441</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	128,575	114,848	100,518	100,518	99,033
Overtime	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	49,543	37,297	33,928	33,928	35,004
<b>Subtotal Personnel Costs</b>	<b>\$ 178,118</b>	<b>\$ 152,145</b>	<b>\$ 134,446</b>	<b>\$ 134,446</b>	<b>\$ 134,037</b>
Contractual Services	32,109	37,835	90,621	90,621	91,413
Materials and Supplies	156,940	1,104,844	18,158	18,158	11,755
<b>Subtotal Operating Costs</b>	<b>\$ 189,049</b>	<b>\$ 1,142,679</b>	<b>\$ 108,779</b>	<b>\$ 108,779</b>	<b>\$ 103,168</b>
<b>Total Operating</b>	<b>\$ 367,167</b>	<b>\$ 1,294,824</b>	<b>\$ 243,225</b>	<b>\$ 243,225</b>	<b>\$ 237,205</b>
<b>Total Capital</b>	<b>\$ 603,283</b>	<b>\$ 249,375</b>	<b>\$ 43,369,100</b>	<b>\$ 148,072,382</b>	<b>\$ 7,035,000</b>
<b>Interfund Transfers</b>	<b>\$ 1,007,067</b>	<b>\$ 5,848</b>	<b>\$ -</b>	<b>\$ 96,750</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 1,977,517</b>	<b>\$ 1,550,047</b>	<b>\$ 43,612,325</b>	<b>\$ 148,412,357</b>	<b>\$ 7,272,205</b>

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page I-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* - District extensions \$7,035,000

**FUND: Utilities Administration**  
**UNIT: Revenue**



**City of Gillette, Wyoming**

**DEPT: Utilities**  
**CODE: 501**

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**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.

<b>UT ADMIN. FUND</b>						
<b>Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>	
<b>501-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	
<b>State Grants</b>	-	26,615	-	-	-	-
<b>Local Grants</b>	-	18,496	-	-	-	-
<b>Interest on Investments</b>	1,787	1,715	1,300	1,300	1,500	1,500
<b>Unrealized Gain/Loss</b>	334	(460)	-	-	-	-
<b>Fiber Lease Revenue</b>	42,100	82,485	78,250	78,250	80,500	80,500
<b>Transfer from City Depts</b>	1,950,461	2,383,759	2,629,843	2,629,843	2,844,769	2,844,769
<b>Interfund Operating Transfer In</b>	28,000	-	-	23,690	-	-
<b>Application of Unassigned Cash</b>	-	-	-	152,393	-	-
<b>Capital Contribution</b>	1,454,033	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>\$ 3,476,715</b>	<b>\$ 2,512,610</b>	<b>\$ 2,709,393</b>	<b>\$ 2,885,476</b>	<b>\$ 2,926,769</b>	



**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 development of the Gillette Regional Water System. UA is responsible for 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 2016/2017:**

- 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 opportunities.
- Facilitate quarterly meetings of the Gillette Regional Water Panel to address requests for regional water service and expansion needs.
- Implement broadband upgrades and utilize the Fiber Optics Business Plan to enhance City wide network availability.
- Perform a lead role in developing a comprehensive waste diversion plan.

<b>PERFORMANCE MEASURES: (Start of FY)</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Population Served	29,750	30,340	30,490	30,646	32,000	32,520	31,411
# of Utilities Employees Managed (RFTE)	62	63	66	57	57	66.75	65.75
Utilities Employees: Population Ratio	1:480	1:482	1:462	1:538	1:561	1:485	1:476
# of Utilities Accounts Managed	14,935	15,500	15,691	15,794	15,916	16,120	16,706
Utilities Employees: Account Ratio	1:241	1:246	1:238	1:277	1:279	1:240	1:253
Budget Overseen	\$93.8 M	\$118 M	\$125.7M	\$135.6M	\$78.8M	\$92.9M	\$57.90M
Director/Manager:Budget Ratio	1:\$31.3 M	1:\$39.3 M	1:\$41.9M	1:\$45.2M	1:\$26.7M	1:\$30.97M	1:\$28.96M

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Utilities Director	1	1	1	1	1	1	1
Senior Adm. Assistant/Adm. Assistant	2	2	2	1.75	1.75	1.75	1.75
Utilities Engineering Manager	1	1	1	1	1	1	1
Waste Diversion Manager	0	0	0	0	0	0	1
<b>Total Utilities Administration Division</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4.75</b>	<b>4.75</b>	<b>3.75</b>	<b>4.75</b>

<b>UT ADMIN. FUND</b>					
<b>Utilities Administration</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>501-70-70-440</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	475,961	429,057	358,511	375,698	452,100
Overtime	143	3,492	1,000	1,000	500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	193,911	195,963	170,083	176,586	203,121
<b>Subtotal Personnel Costs</b>	<b>\$ 670,016</b>	<b>\$ 628,512</b>	<b>\$ 529,594</b>	<b>\$ 553,284</b>	<b>\$ 655,721</b>
Contractual Services	84,159	117,404	79,886	79,886	121,615
Materials and Supplies	71,370	61,914	83,559	83,559	112,505
<b>Subtotal Operating Costs</b>	<b>\$ 155,529</b>	<b>\$ 179,317</b>	<b>\$ 163,445</b>	<b>\$ 163,445</b>	<b>\$ 234,120</b>
<b>Total Operating</b>	<b>\$ 825,545</b>	<b>\$ 807,829</b>	<b>\$ 693,039</b>	<b>\$ 716,729</b>	<b>\$ 889,841</b>
<b>Total Capital</b>	<b>\$ (64,139)</b>	<b>\$ (76,890)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,500</b>
<b>Interfund Transfers</b>	<b>\$ 64,139</b>	<b>\$ 76,890</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 825,545</b>	<b>\$ 807,829</b>	<b>\$ 693,039</b>	<b>\$ 716,729</b>	<b>\$ 900,341</b>

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 \$73,895, Consultants to update Watergems hydraulic model \$30,000

**Materials and Supplies** - COG provided cell phones and Land line telephones \$38,000, Promotional materials for Sustainability Programs \$47,000

**Capital** - Unless Noted, All Items Approved CIP - City West Utilities copier \$10,500



**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 2016/2017:**

- 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.

<b>PERFORMANCE MEASURES: (Start of FY:)</b>	<b>2010/2011</b>	<b>2011/2012</b>	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>
Number of Permits Issued	55	66	89	74	77	70	70
Number of Site Reviews	64	74	105	102	137	130	120
Number of E-Plan Reviews	51	192	260	172	130	117	110

<b>STAFFING:</b>	<b>2010/2011</b>	<b>2011/2012</b>	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>
Electrical Manager	0	0	0	0	0	0	1
Electrical Engineering Manager	1	1	1	1	1	1	0
Electrical Engineering Supervisor	0	0	0	0	1	1	1
Electrical Engineer	1	1	1	1	1	1	1
Electrical Engineering Specialist	0	0	0	0	2	3	2
Electrical Engineering Designer	2	2	2	2	1	1	2
<b>Total Electrical Engineering Division</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>7</b>	<b>7</b>

<b>UT ADMIN. FUND</b>				<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Electrical Engineering</b>	<b>Actual</b>	<b>Actual</b>		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>501-70-71-440</b>	<b>2013-14</b>	<b>2014-15</b>		<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	622,581	813,719		555,390	555,390	569,726
Overtime	37,874	28,439		5,000	5,000	5,000
Merit Pay Plan	-	-		-	-	-
On-Call Pay	18,442	20,818		-	-	-
Benefits	239,326	344,218		252,491	252,491	242,931
<b>Subtotal Personnel Costs</b>	<b>\$ 918,223</b>	<b>\$ 1,207,194</b>		<b>\$ 812,880</b>	<b>\$ 812,880</b>	<b>\$ 817,657</b>
Contractual Services	85,941	125,496		45,854	39,554	112,451
Materials and Supplies	159,789	202,923		80,703	87,003	39,270
<b>Subtotal Operating Costs</b>	<b>\$ 245,730</b>	<b>\$ 328,418</b>		<b>\$ 126,557</b>	<b>\$ 126,557</b>	<b>\$ 151,721</b>
<b>Total Operating</b>	<b>\$ 1,163,952</b>	<b>\$ 1,535,612</b>		<b>\$ 939,437</b>	<b>\$ 939,437</b>	<b>\$ 969,378</b>
<b>Total Capital</b>	<b>\$ (58,647)</b>	<b>\$ (86,029)</b>		<b>\$ 216,940</b>	<b>\$ 300,115</b>	<b>\$ 158,100</b>
<b>Interfund Transfers</b>	<b>\$ 92,798</b>	<b>\$ 69,617</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 1,198,103</b>	<b>\$ 1,519,200</b>		<b>\$ 1,156,377</b>	<b>\$ 1,239,552</b>	<b>\$ 1,127,478</b>

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 fees associated with Fiber system \$25,000; Internal services \$81,571

**Materials and Supplies** - n/a

**Capital** - Unless Noted, All Items Approved CIP - New Distribution Lines (Fiber) \$140,100; City West Plotter replacement \$18,000



**FUND: Utility Administration**  
**UNIT: SCADA**

**City of Gillette, Wyoming**

**DEPT: Utilities**  
**CODE: 7076**

**ACTIVITY DESCRIPTION:**

The SCADA (Supervisory Control and Data Acquisition) 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 2016/2017:**

- Continue PLC upgrades at Water Division sites, which includes mitigation of arc flash hazards
- Upgrade building lighting at the Wastewater Treatment Plant to LED, UV Ballast replacement
- Completion of the controls for the Madison water expansion projects
- Continue to install and connect new fiber optic services.

<b>SCADA PERFORMANCE MEASURES:</b>	<b>2010/2011</b>	<b>2011/2012</b>	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>
Fiber Optic Services Maintained	71	92	100	118	118	156	156
Broadband Radio Systems Maintained	55	73	77	93	93	93	111
Site Control Systems Upgraded	6	21	19	19	19	14	27
<b>STAFFING:</b>	<b>2010/2011</b>	<b>2011/2012</b>	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>
SCADA Foreman	0	0	0	0	1	1	1
Electrician	3	4	4	4	4	5	5
<b>Total SCADA Division</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>6</b>

<b>UT ADMIN. FUND</b>				<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>SCADA</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>501-70-76-440</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<i>*Prior to FY2015-16 budget was combined with Electrical Engineering</i>						
Salaries	-	-	442,297	442,297		443,957
Overtime	-	-	35,000	35,000		25,000
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	25,000	25,000		12,985
Benefits	-	-	208,490	208,490		229,153
<b>Subtotal Personnel Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 710,787</b>	<b>\$ 710,787</b>		<b>\$ 711,095</b>
Contractual Services	-	-	43,393	43,393		119,061
Materials and Supplies	-	-	104,497	104,497		67,294
<b>Subtotal Operating Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 147,890</b>	<b>\$ 147,890</b>		<b>\$ 186,355</b>
<b>Total Operating</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 858,677</b>	<b>\$ 858,677</b>		<b>\$ 897,450</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,218</b>		<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 858,677</b>	<b>\$ 927,895</b>		<b>\$ 897,450</b>

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 \$113,301

**Materials and Supplies** - n/a

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



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**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.

<b>SOLID WASTE FUND</b>			<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>502-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>Other Permits</b>	-	1,000	-	-	-
<b>Enterprise Charges</b>	-	-	-	-	-
<b>Interest on Investments</b>	3,120	3,643	3,000	3,000	3,300
<b>Unrealized Gain/Loss</b>	527	(887)	-	-	-
<b>Incident Reimbursement Revenue</b>	-	272	-	-	-
<b>Miscellaneous</b>	42,531	42,288	-	-	-
<b>Charges for Services</b>	2,807,017	2,842,327	2,913,860	2,913,860	2,913,860
<b>Interfund Operating Transfer In</b>	-	13,000	-	-	-
<b>Application of Unassigned Cash</b>	-	-	80,385	84,358	-
<b>GRAND TOTAL</b>	<b>\$ 2,853,194</b>	<b>\$ 2,901,643</b>	<b>\$ 2,997,245</b>	<b>\$ 3,001,218</b>	<b>\$ 2,917,160</b>



**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 2016/2017:**

- 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.

<b>PERFORMANCE MEASURES:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
# of Population Served	29,750	30,340	30,490	30,646	32,000	32,520	31,411
# of Solid Waste Trucks	8	8	8	8	8	8	8
# of Collection Routes	6	6	5	7	8	8	8
# of Community Events Hosted	11	11	12	12	12	12	12
# of Residential Customers	9,711	9,957	10,121	10,536	10,399	10,440	10,400
# of Commercial Customers	368	359	384	428	391	400	400
Staff to Customer Ratio	1:1119	1:1146	1:1167	1:1218	1:1198	1:1204	1:1200

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Supervisor	1	1	1	1	1	1	1
Lead Person	0	0	1	1	1	0	0
Solid Waste Operators	8	8	7	7	5	6	6
Senior Solid Waste Operator	0	0	0	0	2	2	2
Student Aide/Seasonal Worker	0	0	2	2	0	0	0
<b>Total Solid Waste Division</b>	<b>9</b>	<b>9</b>	<b>11</b>	<b>11</b>	<b>9</b>	<b>9</b>	<b>9</b>

**SOLID WASTE FUND**

<b>Solid Waste 502-50-55-432</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Original Budget 2015-16</b>	<b>Adjusted Budget 2015-16</b>	<b>Requested Budget 2016-17</b>
Salaries	405,855	436,101	441,650	441,650	421,472
Overtime	29,405	29,714	30,000	30,000	20,000
Merit Pay Plan	104	-	-	-	-
On-Call Pay	193	76	500	500	250
Benefits	189,066	240,482	226,893	226,893	226,282
<b>Subtotal Personnel Costs</b>	<b>\$ 624,622</b>	<b>\$ 706,373</b>	<b>\$ 699,043</b>	<b>\$ 699,043</b>	<b>\$ 668,004</b>
Contractual Services	1,441,604	1,551,368	1,613,863	1,613,863	1,598,354
Materials and Supplies	629,058	852,263	654,339	643,312	483,345
<b>Subtotal Operating Costs</b>	<b>\$ 2,070,663</b>	<b>\$ 2,403,630</b>	<b>\$ 2,268,202</b>	<b>\$ 2,257,175</b>	<b>\$ 2,081,699</b>
<b>Total Operating</b>	<b>\$ 2,695,285</b>	<b>\$ 3,110,003</b>	<b>\$ 2,967,245</b>	<b>\$ 2,956,218</b>	<b>\$ 2,749,703</b>
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 45,000</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 2,695,285</b>	<b>\$ 3,140,003</b>	<b>\$ 2,997,245</b>	<b>\$ 3,001,218</b>	<b>\$ 2,749,703</b>

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

**Contractual Services** - Landfill tipping fees \$1,072,000, Curb side recycling \$131,000, Internal services \$392,474

**Materials and Supplies** - Vehicle maintenance \$171,500, Vehicle Replacement \$158,662, Diesel \$82,706, Rollout Containers \$45,000

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



City of Gillette, Wyoming

DEPT: Utilities  
CODE: 503

FUND: Water  
UNIT: Revenue

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**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.

<b>WATER FUND</b>					
<b>Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>503-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>State Grants</b>	50,193	21,867	-	-	-
<b>Plant Investment Fees</b>	210,001	344,539	200,000	200,000	50,000
<b>Interest on Investments</b>	17,994	22,305	12,000	12,000	20,500
<b>Interest - DA Davidson</b>	11,856	12,351	10,000	10,000	13,000
<b>Unrealized Gain/Loss - Bonds</b>	4,510	(5,728)	-	-	-
<b>Incident Reimbursement Revenue</b>	-	188	-	-	-
<b>Miscellaneous</b>	86,821	79,727	15,000	15,000	15,000
<b>Charges for Services</b>	6,091,130	6,182,616	6,671,785	6,671,785	6,671,785
<b>Interfund Operating Transfer In</b>	4,364,106	2,208,559	-	-	-
<b>Application of Unassigned Cash</b>	-	-	352,782	472,782	-
<b>Capital Contribution</b>	467,064	552,647	-	-	-
<b>GRAND TOTAL</b>	<b>\$ 11,303,674</b>	<b>\$ 9,419,071</b>	<b>\$ 7,261,567</b>	<b>\$ 7,381,567</b>	<b>\$ 6,770,285</b>



**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 10.08 MGD. The annual average daily usage is 4.4 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 340 miles of water distribution main, 2,300 fire hydrants and 6,800 valves.

**MAJOR GOALS FOR FY 2016/2017:**

- Rehab and replace equipment in S-27, M-4, S-19
- Replace variable frequency drive at Pump Station +2 (Booster Pump #1 & #2)
- Exercise and evaluate 1,000 distribution valves
- Replace chlorine gas with on-site chlorine generator as part of new Regional Water System
- Train & operate new Regional Water System (new wells, additional pipeline, new pump stations, regional connections)

<b>PERFORMANCE MEASURES</b> (Start of FY):	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Water Service Connections	9,400	9,652	9,839	10,084	10,213	10,408	10,404
Miles of Water Main	273	278	284	291	302.5	307	341
Hydrants Managed	2,097	2,150	2,210	2,265	2,294	2,271	2,310
Valves Managed	5,778	5,825	6,112	6,264	6,380	6,545	6,823
Water Produced (Billion Gallons)	1.509	1.671	1.834	1.870	1,570	1,460	1,600
Ratio: Staff to Water Service Connections	1:588	1:603	1:614	1:630	1:638	1:600	1:612

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Water Services Manager	1	1	1	1	1	1	1
Water Lead Operator	2	3	3	3	3	3	3
Water Services Locator	1	1	0	0	0	0	0
Water Systems Technician	3	1	4	3	5	6	4
Senior Water Operator	7	8	8	9	7	7	8
Summer Workers	2	2	2	0	0	0	0
<b>Total Water Division</b>	<b>16</b>	<b>16</b>	<b>18</b>	<b>16</b>	<b>16</b>	<b>17</b>	<b>16</b>

<b>WATER FUND</b>					
<b>Water</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>503-70-73-441</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	894,982	950,630	988,582	988,582	937,017
Overtime	45,299	40,770	55,000	55,000	50,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	37,793	38,500	43,000	43,000	20,750
Benefits	461,003	544,212	529,394	529,394	536,197
<b>Subtotal Personnel Costs</b>	<b>\$ 1,439,077</b>	<b>\$ 1,574,111</b>	<b>\$ 1,615,976</b>	<b>\$ 1,615,976</b>	<b>\$ 1,543,964</b>
Contractual Services	1,197,937	1,260,784	1,326,452	1,326,452	1,388,257
Materials and Supplies	5,759,771	6,574,145	2,904,852	2,904,852	2,805,540
<b>Subtotal Operating Costs</b>	<b>\$ 6,957,708</b>	<b>\$ 7,834,929</b>	<b>\$ 4,231,304</b>	<b>\$ 4,231,304</b>	<b>\$ 4,193,797</b>
<b>Total Operating</b>	<b>\$ 8,396,785</b>	<b>\$ 9,409,040</b>	<b>\$ 5,847,280</b>	<b>\$ 5,847,280</b>	<b>\$ 5,737,761</b>
<b>Total Capital</b>	<b>\$ (52,423)</b>	<b>\$ 106,433</b>	<b>\$ 616,860</b>	<b>\$ 736,860</b>	<b>\$ 672,560</b>
<b>Interfund Transfers</b>	<b>\$ 742,434</b>	<b>\$ 151,967</b>	<b>\$ 797,427</b>	<b>\$ 797,427</b>	<b>\$ 137,205</b>
<b>GRAND TOTAL</b>	<b>\$ 9,086,796</b>	<b>\$ 9,667,441</b>	<b>\$ 7,261,567</b>	<b>\$ 7,381,567</b>	<b>\$ 6,547,526</b>

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 \$1,333,317, Regulatory testing expense \$28,000

**Materials and Supplies** - Routine building maintenance \$60,000, Repair/Maintenance of equipment \$182,000, Distribution system maintenance \$485,000, Replace ten hydrants \$50,000, Vehicle maintenance \$47,775, Vehicle replacement \$46,140, Rentals of pool vehicles \$47,000, Utilities \$1,167,000, Insurance \$149,325, Chlorine gas at PS#1 & Madison \$35,000, New water meters \$363,000, Interfund transfer to Madison Fund to cover expenses not covered by grant/loan \$137,205

**Capital** - *Unless Noted, All Items Approved CIP* - Down hole pump and motor rehab for Wells S-27, M-4, S-19 \$425,000, SCADA upgrades \$127,560, Water system control (VFD's) \$120,000

**FUND: Power**  
**UNIT: Revenue**



**City of Gillette, Wyoming**

**DEPT: Utilities**  
**CODE: 504**

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**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.

<b>POWER FUND</b>					
<b>Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>504-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>BAB Subsidy Revenue</b>	1,485,257	1,481,527	1,478,930	1,478,930	1,465,798
<b>State Grants</b>	-	1,645,046	-	-	-
<b>State Loans</b>	-	-	-	2,645,046	-
<b>Plant Investment Fees</b>	109,159	167,605	100,000	100,000	35,000
<b>Interest on Investments</b>	7,501	15,177	8,750	8,750	11,505
<b>Interest - DA Davidson/Wells Fargo</b>	108,245	143,679	134,000	134,000	142,000
<b>Unrealized Gain/Loss</b>	76,378	30,216	-	-	-
<b>Incident Reimbursement Revenue</b>	40,199	27,965	-	-	-
<b>Miscellaneous</b>	288,185	310,126	-	-	-
<b>Charges for Services</b>	26,651,044	27,868,678	31,373,714	31,373,714	34,169,874
<b>Interfund Operating Transfer In</b>	1,841,032	2,571,217	1,500,000	1,596,750	1,149,404
<b>Proceeds of L/T Debt</b>	-	-	-	-	-
<b>Application of Unassigned Cash</b>	-	-	835,231	3,150,379	-
<b>Capital Contribution</b>	48,908	-	-	-	-
<b>GRAND TOTAL</b>	<b>\$ 30,655,907</b>	<b>\$ 34,261,237</b>	<b>\$ 35,430,625</b>	<b>\$ 40,487,569</b>	<b>\$ 36,973,581</b>



**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 2016/2017:**

- Continue 4KV to 25KV conversion to eventually eliminate the Meadow Hills Substation
- Complete major expansion of Feeders 23, 33, & 34
- 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

<b>PERFORMANCE MEASURES:</b> (Start of FY : )	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Electric Meters Served	13,856	14,070	14,648	14,851	14,995	15,188	15,678
Electrical Locates Performed Annually	4,813	5126	4600	4,200	4,500	4,600	5,127
Number of Substations Maintained	9	10	10	10	10	10	10
Available MVA	116.5	131.5	131.5	131.5	131.5	131.5	141.5
Miles of Transmission Lines Maintained	30	30	31.6	31.6	28.2	28.2	28.2
Miles of Distribution Lines Maintained	258	266	278	294	309	315.2	329.6
Miles of Fiber Optic Cable Maintained	24.18	28.53	31.71	34.36	35.6	36.9	37.2
Ratio: Staff to Electric Meters Served	1:955	1:977	1:936	1:947	1:950	1:844	1:922
Ratio: Staff to Miles of Lines Maintained	1:19	1:20	1:19	1:20	1:21	1:19	1:21

**STAFFING:**

Electrical Manager	1	1	1	1	1	1	0
Electrical Services Superintendent	1	1	1	1	1	1	1
Electrical Services Foreman	3	3	3	3	3	3	3
Journeyman Lineman	4	5	6	8	8	6	7
Apprentice Lineman	6	4	3	2	2	6	5
Meter Technician	1	1	1	1	1	1	1
<b>Total Electrical Services Division</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>18</b>	<b>17</b>

<b>POWER FUND</b>					
<b>Power</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>504-70-74-442</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	1,212,101	1,210,788	1,287,742	1,287,742	1,196,424
Overtime	95,143	86,548	87,500	87,500	87,500
Merit Pay Plan	-	-	-	-	-
On-Call Pay	48,005	50,625	51,500	51,500	25,000
Benefits	517,171	710,585	611,373	611,373	621,708
<b>Subtotal Personnel Costs</b>	<b>\$ 1,872,420</b>	<b>\$ 2,058,546</b>	<b>\$ 2,038,115</b>	<b>\$ 2,038,115</b>	<b>\$ 1,930,632</b>
Contractual Services	2,040,477	2,434,645	2,547,421	2,547,421	2,509,010
Materials and Supplies	25,548,423	28,778,571	26,055,451	26,055,451	25,845,343
<b>Subtotal Operating Costs</b>	<b>\$ 27,588,900</b>	<b>\$ 31,213,216</b>	<b>\$ 28,602,872</b>	<b>\$ 28,602,872</b>	<b>\$ 28,354,353</b>
<b>Total Operating</b>	<b>\$ 29,461,320</b>	<b>\$ 33,271,762</b>	<b>\$ 30,640,987</b>	<b>\$ 30,640,987</b>	<b>\$ 30,284,985</b>
<b>Total Capital</b>	<b>\$ (1,258,542)</b>	<b>\$ 686</b>	<b>\$ 4,191,917</b>	<b>\$ 8,984,322</b>	<b>\$ 3,801,914</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ 131,839</b>	<b>\$ 597,721</b>	<b>\$ 862,260</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 28,202,779</b>	<b>\$ 33,404,288</b>	<b>\$ 35,430,625</b>	<b>\$ 40,487,569</b>	<b>\$ 34,086,899</b>

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 \$60,000, Internal services \$2,243,880, Service drops \$190,000

**Materials and Supplies** - Maintenance of substations \$80,000, Maintenance of distribution \$400,000, Vehicle maintenance \$63,000, Vehicle replacement \$55,160, Property tax \$333,000, Purchased power \$9,500,000, WyGen III operating costs \$5,340,000, CT II operating costs \$1,666,500, Insurance \$87,487, General supplies \$80,000

**Capital** - *Unless Noted, All Items Approved CIP* - Future annexations-purchase systems from PRE Corp \$500,000, Expansion of electrical system for new developments \$2,174,000, 69kV Line Feed to Union Chapel Sub \$649,404, Fault Wizard \$9,500, SCADA Upgrades \$79,150, WyGen III capital projects \$389,860

**Debt Service** - Capital Lease Principle \$2,410,000, Capital Lease Interest \$5,548,506, Loan Interest \$25,000 (reflected in materials and supplies line item above)

**FUND: Sewer (Wastewater)**  
**UNIT: Revenue**



**City of Gillette, Wyoming**

**DEPT: Utilities**  
**CODE: 505**

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**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.

<b>SEWER FUND</b>			<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>505-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>State Grants</b>	239,543	185,651	-	-	-
<b>Enterprise Charges</b>	617,362	656,709	600,000	600,000	450,000
<b>Plant Investment Fees</b>	233,280	418,568	200,000	200,000	50,000
<b>Secondary PIFs</b>	11,873	14,679	-	-	-
<b>Interest on Investments</b>	3,158	2,706	2,000	2,000	2,000
<b>Interest - DA Davidson</b>	39,520	41,169	34,000	34,000	44,000
<b>Unrealized Gain/Loss - Bonds</b>	7,959	(4,048)	-	-	-
<b>Incident Reimbursement Revenue</b>	4,000	554	-	-	-
<b>Miscellaneous</b>	46,686	49,120	-	-	-
<b>Charges for Services</b>	3,132,969	3,718,880	3,930,445	3,930,445	4,323,490
<b>Interfund Operating Transfer In</b>	1,480,171	1,698,362	30,000	30,000	-
<b>Application of Unassigned Cash</b>	-	-	715,905	743,835	-
<b>Capital Contribution</b>	570,613	446,393	-	-	-
<b>GRAND TOTAL</b>	<b>\$ 6,387,132</b>	<b>\$ 7,228,742</b>	<b>\$ 5,512,350</b>	<b>\$ 5,540,280</b>	<b>\$ 4,869,490</b>



**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 City collection system has 202 miles of sanitary sewer line that contribute flow to the system, cleans 191 miles and owns 180 miles of 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 2015, we produced and sold 3392.25 yards of Class A Stonepile Select Compost and 868 yards of residential yard waste compost. The WWTF, biosolids processing and reuse are governed by NPDES permits. The Wastewater Division has worked 15 consecutive years with no lost time accidents.

**MAJOR GOALS FOR FY 2016-2017:**

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

<b>PERFORMANCE MEASURES (Start of FY):</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Sewer Line Mileage Inspected	11.4	13.9	10.4	10.1	10	10	13.1
Sewer Line Mileage Cleaned	70.4	53.5	70.4	61.8	37.9	55	87.9
Compost Sold (Yards)	1,463	2,367	2046	2318.8	1339.5	2100	3392.25
Yard Waste Compost sold (Yards)	-	-	660	849.5	1224.75	1500	868
Influent Processed (MGD)	3.38	3.34	3.09	3.2	3.2	3.2	3.2
Additional Sewerline Installed (Miles)	7.10	1.88	2.72	2.0	2.63	2.0	2.19
Percent of Sewer lines Cleaned to Total Miles	35%	26%	34%	30%	19%	26%	46%

<b>STAFFING:</b>	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Wastewater Services Manager	1	1	1	1	1	1	1
Lead WW Collections Operator	0	0	1	1	1	1	1
Lead WW Maintenance Operator	0	0	1	1	1	1	1
Senior Operator	8	9	7	7	7	7	6
Operator	2	1	1	1	3	4	5
Seasonal Worker	0	0	1	1	2	3	3
<b>Total Wastewater Division</b>	<b>12</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>15</b>	<b>17</b>	<b>17</b>

<b>SEWER FUND</b>					
<b>Sewer</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>505-70-75-443</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Salaries	727,132	812,947	900,978	900,978	818,806
Overtime	34,691	31,339	35,500	35,500	30,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	20,080	19,592	22,000	22,000	10,500
Benefits	294,059	423,200	424,735	424,735	432,878
<b>Subtotal Personnel Costs</b>	<b>\$ 1,075,961</b>	<b>\$ 1,287,078</b>	<b>\$ 1,383,213</b>	<b>\$ 1,383,213</b>	<b>\$ 1,292,184</b>
Contractual Services	961,539	1,030,707	1,424,711	1,435,711	1,040,473
Materials and Supplies	4,328,833	4,876,696	2,345,518	2,334,518	2,365,459
<b>Subtotal Operating Costs</b>	<b>\$ 5,290,372</b>	<b>\$ 5,907,402</b>	<b>\$ 3,770,229</b>	<b>\$ 3,770,229</b>	<b>\$ 3,405,932</b>
<b>Total Operating</b>	<b>\$ 6,366,332</b>	<b>\$ 7,194,481</b>	<b>\$ 5,153,442</b>	<b>\$ 5,153,442</b>	<b>\$ 4,698,116</b>
<b>Total Capital</b>	<b>\$ (639,345)</b>	<b>\$ (542,675)</b>	<b>\$ 154,808</b>	<b>\$ 182,738</b>	<b>\$ 81,100</b>
<b>Interfund Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 204,100</b>	<b>\$ 204,100</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 5,726,987</b>	<b>\$ 6,651,805</b>	<b>\$ 5,512,350</b>	<b>\$ 5,540,280</b>	<b>\$ 4,779,216</b>

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 \$924,753, Technical Services \$47,000

**Materials and Supplies** - Repair & Maintenance of buildings \$79,000, Maintenance of equipment \$115,000, Maintenance of SCADA equipment \$45,000, Maintenance of sewers \$62,000, Manhole rehabilitation \$40,000, Vehicle maintenance \$92,400, Vehicle replacement \$109,664, Rentals of equipment \$43,000, Utilities \$360,000, Natural gas \$54,000, Insurance \$111,917, Diesel \$27,000, Chemicals \$110,000

**Capital** - *Unless Noted, All Items Approved CIP* - Fire alarm system \$29,000, SCADA improvements \$52,100

**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**

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**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.

<b>VEHICLE MAINT. FUND</b>					
<b>Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>604-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>Interest on Investments</b>	8,181	9,592	9,500	9,500	6,900
<b>Unrealized Gain/Loss</b>	1,280	(1,940)	-	-	-
<b>Miscellaneous</b>	535	97	-	-	50,000
<b>Interfund Operating Transfer In</b>	230,566	118,612	-	15,000	-
<b>Transfer from City Depts</b>	1,835,211	1,845,389	1,908,034	1,908,034	1,552,120
<b>Veh Replacement Allowance</b>	1,226,979	1,540,673	1,323,652	1,323,652	947,368
<b>Pool Vehicle Rental</b>	-	-	-	-	178,230
<b>Proceeds from Asset Disposal</b>	-	-	-	-	-
<b>Capital Contribution</b>	-	-	-	-	-
<b>Application of Unassigned Cash</b>	-	-	737,542	1,719,544	44,463
<b>GRAND TOTAL</b>	<b>\$ 3,302,752</b>	<b>\$ 3,512,423</b>	<b>\$ 3,978,728</b>	<b>\$ 4,975,730</b>	<b>\$ 2,779,081</b>



<b>VEHICLE MAINT. FUND</b>					
<b>Vehicle Maintenance 604-30-36-419</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Original Budget 2015-16</b>	<b>Adjusted Budget 2015-16</b>	<b>Requested Budget 2016-17</b>
Salaries	465,288	468,072	484,274	484,274	441,498
Overtime	11,200	9,778	15,676	15,676	10,000
Merit Pay Plan	-	-	-	-	-
On-Call Pay	19,473	21,020	24,945	24,945	8,750
Benefits	198,062	209,100	213,345	213,345	217,569
<b>Subtotal Personnel Costs</b>	<b>\$ 694,023</b>	<b>\$ 707,969</b>	<b>\$ 738,240</b>	<b>\$ 738,240</b>	<b>\$ 677,817</b>
Contractual Services	218,863	262,394	239,824	239,824	216,619
Materials and Supplies	1,211,423	1,133,477	1,123,864	1,123,864	1,065,817
<b>Subtotal Operating Costs</b>	<b>\$ 1,430,286</b>	<b>\$ 1,395,871</b>	<b>\$ 1,363,688</b>	<b>\$ 1,363,688</b>	<b>\$ 1,282,436</b>
<b>Total Operating</b>	<b>\$ 2,124,309</b>	<b>\$ 2,103,840</b>	<b>\$ 2,101,928</b>	<b>\$ 2,101,928</b>	<b>\$ 1,960,253</b>
<b>Total Capital</b>	<b>\$ (10,000)</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>
<b>Interfund Transfers</b>	<b>\$ 10,000</b>	<b>\$ 1,657,411</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 2,124,309</b>	<b>\$ 3,761,251</b>	<b>\$ 2,131,928</b>	<b>\$ 2,131,928</b>	<b>\$ 1,960,253</b>

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 \$213,619

**Materials and Supplies** - Vehicle maintenance \$83,000, Vehicle replacement \$92,128, Oils & lubricants \$32,500, Gasoline \$258,157, Diesel \$232,257, Materials & parts for vehicle repairs \$327,250

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

**FUND: Vehicle Maintenance**  
**UNIT: Vehicle Replacement**



City of Gillette, Wyoming

**DEPT: Administrative Services**  
**CODE: 3037**

**ACTIVITY DESCRIPTION:**

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

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

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Balance in the Plan as of June 30	\$4,288,066	\$4,903,598	\$4,394,135	\$4,338,261	\$2,800,528	\$1,065,984	\$1,021,521

**VEHICLE MAINT. FUND**

<b>Vehicle Replacement 604-30-37-419</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Original Budget 2015-16</b>	<b>Adjusted Budget 2015-16</b>	<b>Requested Budget 2016-17</b>
Rep/Maint of Vehicles	24	-	-	-	-
Light Equipment Under \$5k	16,853	2,664	26,500	39,655	24,000
Rep. Mach & Equip > \$5k	-	-	-	56,200	-
Rep. Veh. > \$10k	763,853	870,459	1,820,300	2,747,947	794,828
<b>GRAND TOTAL</b>	<b>\$ 780,730</b>	<b>\$ 873,123</b>	<b>\$ 1,846,800</b>	<b>\$ 2,843,802</b>	<b>\$ 818,828</b>

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) \$24,000

**Capital** - *Unless Noted, All Items Approved CIP* - Impala K9 Unit \$47,192, Grass Sweeper \$39,500, Front Mower \$19,785, 3/4 Ton Ext Pickup \$35,614, Compactor Truck \$100,000, 3/4 Ton Ext Pickup \$42,055, Bucket Truck \$112,000, Vactor Truck \$398,682

**FUND: Health Benefit Plan**  
**UNIT: Revenue**



**City of Gillette, Wyoming**

**DEPT: Administration**  
**CODE: 2022**

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**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.

<b>INSURANCE FUND</b>					
<b>Health Benefit Plan Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>701-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>Interest Earnings</b>	319	566	400	400	400
<b>Interest on Investments</b>	2,573	2,939	2,200	2,200	4,600
<b>Unrealized Gain/Loss</b>	2,058	(823)	-	-	-
<b>Health Plan Premiums &amp; Cont.</b>	4,104,128	3,661,553	4,685,000	4,685,000	4,675,000
<b>Health Plan Retiree Premiums</b>	231,966	294,565	275,000	275,000	365,000
<b>Miscellaneous</b>	6,390	2,869	-	-	-
<b>Interfund Operating Transfer In</b>	-	1,279,106	-	-	-
<b>Application of Unassigned Cash</b>	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>\$ 4,347,433</b>	<b>\$ 5,240,774</b>	<b>\$ 4,962,600</b>	<b>\$ 4,962,600</b>	<b>\$ 5,045,000</b>

**FUND: Health Benefit Plan**  
**UNIT: Health Benefit Plan**



**City of Gillette, Wyoming**

**DEPT: Administration**  
**CODE: 2022**

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**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**

	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Benefit Contract Services	-	-	-	-	9,000
Administrative Fees	166,574	207,226	260,000	260,000	220,000
Medical Claims	3,569,217	2,638,009	3,200,000	3,200,000	3,500,000
Prescription Claims	1,208,432	842,460	825,000	825,000	825,000
Dental Claims	253,292	247,848	245,000	245,000	260,000
ST Disability Claims	23,400	23,443	15,000	15,000	15,000
Interfund Transfers	-	-	30,000	30,000	58,482
<b>GRAND TOTAL</b>	<b>\$ 5,220,916</b>	<b>\$ 3,958,986</b>	<b>\$ 4,575,000</b>	<b>\$ 4,575,000</b>	<b>\$ 4,887,482</b>

**FUND: Property and Liability Insurance**  
**UNIT: Revenue**



**City of Gillette, Wyoming**

**DEPT: Administrative Services**  
**CODE: 702**

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**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.

<b>INSURANCE FUND</b>					
<b>Prop/Liab Ins Revenue</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>702-00-00-300</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
<b>Interest on Investments</b>	1,333	1,130	900	900	1,200
<b>Unrealized Gain/Loss</b>	113	(256)	-	-	-
<b>Incident Reimbursement Revenue</b>	358,156	122,925	100,000	100,000	100,000
<b>Miscellaneous</b>	1,286	30	-	-	-
<b>Interfund Operating Transfer In</b>	-	-	-	-	-
<b>Transfer from City Depts</b>	716,399	598,574	756,880	756,880	627,068
<b>Application of Unassigned Cash</b>	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>\$ 1,077,288</b>	<b>\$ 722,403</b>	<b>\$ 857,780</b>	<b>\$ 857,780</b>	<b>\$ 728,268</b>



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**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-four, and is governed by a nine member board. The Property Pool provides coverage for over \$3.2 billion of local Wyoming government-owned assets. The City of Gillette's property coverage for FY16 is for \$173,815,234, 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.

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 Secretary/Treasurer for the Liability Pool.

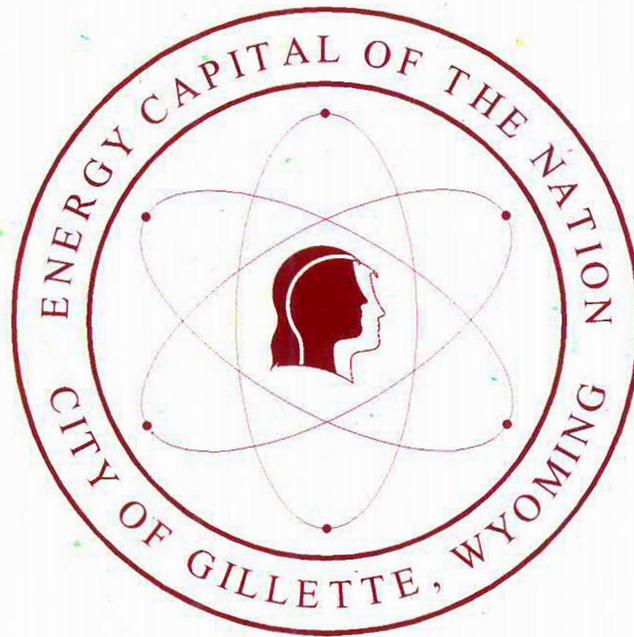
**MAJOR GOALS FOR FY 2016/2017**

- 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

<b>INSURANCE FUND</b>					
<b>Property &amp; Liability Insurance</b>	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Adjusted</b>	<b>Requested</b>
<b>702-30-38-419</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
Prop & Liab Insurance	612,184	611,441	635,680	635,680	507,868
Bad Debts	2,083	391	-	-	-
Claims	592,433	166,785	130,000	130,000	125,000
<b>GRAND TOTAL</b>	<b>\$ 1,206,700</b>	<b>\$ 778,617</b>	<b>\$ 765,680</b>	<b>\$ 765,680</b>	<b>\$ 632,868</b>

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# Adopted Funding Requests



**City of Gillette  
Fiscal Year 2016-2017**

**City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021**

Description	Account	Priority	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Total
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**DEPT: ADMINISTRATION**

**DIV: Mayor & Council**

*Capital Requests (items \$5000 or over)*

Artwork	47710		0	5,000	5,000	5,000	5,000	20,000
<b>Mayor &amp; Council - Total</b>			<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>20,000</b>

**DIV: Public Access**

*Capital Requests (items \$5000 or over)*

Editshare Video Server Replacement	47510	1	97,000					97,000
Video Camera Replacement	47510	1		45,000				45,000
Character Generator Replacement	47510	1			20,000			20,000
CH Community Room Upgrade	47510	1				150,000		150,000
Tightrope Cablecast and Carousel Replacement	47510	1					25,000	25,000
<b>Public Access - Total</b>			<b>97,000</b>	<b>45,000</b>	<b>20,000</b>	<b>150,000</b>	<b>25,000</b>	<b>337,000</b>

**DIV: Special Projects**

*Capital Requests (items \$5000 or over)*

City West Construction/Remodel Phase II	47210			2,552,809				2,552,809
City West Phase II Design	47210			123,000				123,000
HVAC Project Upgrades	47210			50,000		300,000		350,000
Gillette Aquatic Park (Placeholder)	47310						8,000,000	8,000,000
<b>Special Projects - Total</b>			<b>0</b>	<b>2,725,809</b>	<b>0</b>	<b>300,000</b>	<b>8,000,000</b>	<b>11,025,809</b>

**ADMINISTRATION TOTAL**

**97,000      2,725,809      25,000      455,000      8,030,000      11,382,809**

**City of Gillette – Proposed Capital Improvement and 1% Plan 2017-2021**

Description	Account	Priority	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Total
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**DEPT: ADMINISTRATIVE SERVICES**

**DIV: Maintenance of Building - CH**

*Capital Requests (items \$5000 or over)*

3rd Floor Conference Room Table	47510				27,628			27,628
<b>Maint. of Bldg. CH - Total</b>			<b>0</b>	<b>0</b>	<b>27,628</b>	<b>0</b>	<b>0</b>	<b>27,628</b>

**DIV: Information Technology Services**

*Capital Requests (items \$5000 or over)*

Replacement Phone Routers	47510	1	15,000	15,000				30,000
Switch Upgrades & Replacements	47510	2		88,000	65,000	80,000	70,000	303,000
Storage Area Network Upgrade/Blades/Additions	47510	3		359,000	335,000	343,000	100,000	1,137,000
Replacement Servers	47510	4		10,000	37,000	12,000		59,000
Replacement Tape Drive	47510	5		74,000				74,000
Telephone Call Recording	47510	6		45,000				45,000
<b>Information Technology Svcs. - Total</b>			<b>15,000</b>	<b>591,000</b>	<b>437,000</b>	<b>435,000</b>	<b>170,000</b>	<b>1,648,000</b>

<b>ADMINISTRATIVE SERVICES TOTAL</b>			<b>15,000</b>	<b>591,000</b>	<b>464,628</b>	<b>435,000</b>	<b>170,000</b>	<b>1,675,628</b>
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**City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021**

Description	Account	Priority	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Total
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**DEPT: POLICE**

**DIV: Police**

*Capital Requests (items \$5000 or over)*

Mobile Radio Replacement	47510					80,000	80,000	160,000
High Volume Copier for Police Department	47510					15,000		15,000
<b>Police - Total</b>			0	0	0	95,000	80,000	175,000

<b>POLICE TOTAL</b>			0	0	0	95,000	80,000	175,000
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**DEPT: PUBLIC WORKS**

**DIV: Swimming Pool**

*Capital Requests (items \$5000 or over)*

Turbine Pump w/ 30HP Motor	47510	1			25,000			25,000
<b>Swimming Pool - Total</b>			0	0	25,000	0	0	25,000

<b>PUBLIC WORKS TOTAL</b>			0	0	25,000	0	0	25,000
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<b>GENERAL FUND TOTAL</b>			112,000	3,366,809	514,628	985,000	8,280,000	13,258,437
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**City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021**

Description	Account	Priority	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Total
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**DEPT: UTILITIES**

**DIV: Utilities Administration**

*Capital Requests (items \$5000 or over)*

City West Utilities Copier	47510		10,500					10,500
<b>Utilities Administration - Total</b>			<b>10,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,500</b>

**DIV: Electrical Engineering**

*Capital Requests (items \$5000 or over)*

Fiber Improvements	47430		140,100	80,850	88,000	93,600	81,450	484,000
City West Plotter Replacement	47510		18,000					18,000
<b>Electrical Engineering - Total</b>			<b>158,100</b>	<b>80,850</b>	<b>88,000</b>	<b>93,600</b>	<b>81,450</b>	<b>502,000</b>

**DIV: Madison Project**

*Capital Requests (items \$5000 or over)*

Gillette Regional Water - District Extensions	47414		7,035,000	7,359,000	10,155,600	13,592,000	12,358,400	50,500,000
<b>Madison Project - Total</b>			<b>7,035,000</b>	<b>7,359,000</b>	<b>10,155,600</b>	<b>13,592,000</b>	<b>12,358,400</b>	<b>50,500,000</b>

**DIV: Water Fund**

*Capital Requests (items \$5000 or over)*

Well Rehabilitations (Down hole pump & motor)	47412	1	425,000	425,000	425,000	425,000	425,000	2,125,000
Water System Control - VFDs	47510	2	120,000	120,000	120,000	120,000	120,000	600,000
SCADA Upgrades - Water	47520	3	127,560	37,240	56,600	37,143	59,000	317,543
Madison Pump Station Roof	47510				150,000			150,000
<b>Water Fund - Total</b>			<b>672,560</b>	<b>582,240</b>	<b>751,600</b>	<b>582,143</b>	<b>604,000</b>	<b>3,192,543</b>

**City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021**

Description	Account	Priority	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Total
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**DIV: Power Fund**

*Capital Requests (items \$5000 or over)*

WYGen III Capital Projects	47810	1	389,860	1,152,303	82,020	1,019,229	660,853	3,304,265
New Distribution Lines (Partial transfer from 1% Fund)	47430	2	2,174,000	2,255,000	2,255,000	2,255,000	2,255,000	11,194,000
69KV Line Feed to Union Chapel Substation	47430	3	649,404	5,033,360				5,682,764
Land, Easements, ROWs	47110	4	500,000	500,000	500,000	500,000	500,000	2,500,000
SCADA Upgrades - Electrical Services	47520	5	79,150	24,750	25,000	25,000	25,000	178,900
Fault Wizard	47510	6	9,500					9,500
Union Chapel Substation	47432			1,725,000				1,725,000
Crestview Annexation - PRECorp/System	47110				2,522,640			2,522,640
Antelope Valley Business Park - PRECorp/System	47110				1,230,500			1,230,500
CT II Capital Projects	47815				750,000	570,000		1,320,000
Antelope Valley Subdivision - PRECorp/System	47110					3,590,760		3,590,760
<b>Power Fund - Total</b>			<b>3,801,914</b>	<b>10,690,413</b>	<b>7,365,160</b>	<b>7,959,989</b>	<b>3,440,853</b>	<b>33,258,329</b>

**DIV: Sewer Fund**

*Capital Requests (items \$5000 or over)*

Fire Alarm System	47510	1	29,000					29,000
SCADA Upgrades - Wastewater	47520		52,100	100,000	149,325	215,000	100,000	616,425
Grit Washer Replacement	47510			95,000				95,000
WWTP Potable Water Main Replacement	47510			400,000				400,000
Yard Waste High Speed Chipper	47510					350,000		350,000
<b>Sewer Fund - Total</b>			<b>81,100</b>	<b>595,000</b>	<b>149,325</b>	<b>565,000</b>	<b>100,000</b>	<b>1,490,425</b>

<b>UTILITIES TOTAL</b>			<b>11,759,174</b>	<b>19,307,503</b>	<b>18,509,685</b>	<b>22,792,732</b>	<b>16,584,703</b>	<b>88,953,797</b>
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<b>UTILITIES TOTAL LESS MADISON</b>			<b>4,724,174</b>	<b>11,948,503</b>	<b>8,354,085</b>	<b>9,200,732</b>	<b>4,226,303</b>	<b>38,453,797</b>
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<b>Capital Requests Total w/ Madison</b>			<b>11,871,174</b>	<b>22,674,312</b>	<b>19,024,313</b>	<b>23,777,732</b>	<b>24,864,703</b>	<b>102,212,234</b>
<b>Capital Requests Total w/o Madison</b>			<b>4,836,174</b>	<b>15,315,312</b>	<b>8,868,713</b>	<b>10,185,732</b>	<b>12,506,303</b>	<b>51,712,234</b>

**City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021**

Description	Account	Priority	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Total
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<b>1% Projects</b>								
<b>Pavement Management System</b>	44331							
Pavement Management System	44331		3,375,000	3,600,000	3,600,000	3,600,000	3,600,000	17,775,000
Alley PMS	44331			400,000	200,000	200,000	200,000	1,000,000
Pavement Rehabilitation - Large Patches	44331		150,000	150,000	150,000	150,000	150,000	750,000
PAVER Software - PMS Inventory - Phase II	44310		75,000					75,000
Parking Lots Rehabilitation	44331			250,000		250,000		500,000
WWTF Pavement Replacement Project	44331						2,200,000	2,200,000
<b>Pavement Management System - Total</b>	<b>44331</b>		<b>3,600,000</b>	<b>4,400,000</b>	<b>3,950,000</b>	<b>4,200,000</b>	<b>6,150,000</b>	<b>22,300,000</b>
<b>Sidewalk Repairs</b>	44332							
Sidewalk Repairs - Annual Program	44332			200,000	100,000	100,000	100,000	500,000
Pathway Repairs - Annual Program	44332			250,000	125,000	125,000	125,000	625,000
<b>Sidewalk Repairs - Total</b>	<b>44332</b>		<b>0</b>	<b>450,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>1,125,000</b>
<b>Land/Easements/ROWS</b>	47110							
Legal Fees	47110			20,000	10,000	10,000	10,000	50,000
Surveying Services	47110			20,000	10,000	10,000	10,000	50,000
SWMP - Land Acquisitions for Regional Detention	47110			250,000		250,000		500,000
Western Drive Corridor - ROW Acquisitions	47110						150,000	150,000
<b>Land/Easements/ROWS - Total</b>	<b>47110</b>		<b>0</b>	<b>290,000</b>	<b>20,000</b>	<b>270,000</b>	<b>170,000</b>	<b>750,000</b>
<b>Beautification Programs</b>	47301							
Beautification Projects along Major Streets	47301			825,000	400,000	400,000	400,000	2,025,000
Spring Cleanup	47301			400,000	200,000	200,000	200,000	1,000,000
<b>Beautification Programs - Total</b>	<b>47301</b>		<b>0</b>	<b>1,225,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>3,025,000</b>

**City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021**

Description	Account	Priority	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Total
<b>Park Improvement</b>	47311							
Irrigation Improvements	47311			1,175,000	415,000	437,000	310,000	2,337,000
Park Improvements	47311			661,000	300,000	400,000	400,000	1,761,000
<b>Parks Improvements - Total</b>	47311		0	1,836,000	715,000	837,000	710,000	4,098,000
<b>Street Enhancements</b>	47401							
Raymond Ave and Hitt Blvd Paving	47401			1,320,000				1,320,000
Boxelder Rd Improvements - Emerson to Hwy 59	47401			1,800,000				1,800,000
Lakeway Rd. Intersection Improve @ Hwy 59	47401			125,000	550,000			675,000
Foothills Boulevard Curves/Drainage	47401				300,000	1,925,000		2,225,000
<b>Street Enhancements - Total</b>	47401		0	3,245,000	850,000	1,925,000	0	6,020,000
<b>Streets &amp; Major Road Extensions</b>	47402							
Madison Street Extension	47402			165,000				165,000
Transportation Studies & Master Plan Update	47402			10,000		10,000		20,000
Grade Separated Railroad Crossing	47402						300,000	300,000
<b>Streets &amp; Major Road Extensions - Total</b>	47402		0	175,000	0	10,000	300,000	485,000
<b>Traffic Signals</b>	47403							
School Zone Signal Timer Upgrade	47403			60,000				60,000
Pedestrian Crossing Enhancements	47403			80,000				80,000
Traffic Signal Installations	47403				300,000			300,000
<b>Traffic Signals - Total</b>	47403		0	140,000	300,000	0	0	440,000
<b>Bridges</b>	47404							
Gurley Overpass Repairs	47404			255,000	15,000	185,000	15,000	470,000
Donkey Creek - Butler Spaeth Bridge	47404			65,000				65,000
<b>Bridges - Total</b>	47404		0	320,000	15,000	185,000	15,000	535,000
<b>Drainage Projects</b>	47405							
General Drainage Improve - Annual Program	47405			400,000	200,000	200,000	200,000	1,000,000
Fishing Lake Imp - Bank Stabilization & Dredging	47405			3,750,000				3,750,000
Westover Park Detention Pond	47405				120,000	1,320,000		1,440,000
Regional Detention Ponds	47405					300,000	3,700,000	4,000,000
<b>Drainage Projects - Total</b>	47405		0	4,150,000	320,000	1,820,000	3,900,000	10,190,000

**City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021**

Description	Account	Priority	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Total
<b>Bike and Walking Pathways</b>	47406							
Sidewalks - New - Annual Program	47406			75,000		75,000		150,000
Pathways - New Installations (Dalbey Park to ECSC)	47406		244,517					244,517
<b>Bike and Walking Pathways - Total</b>	47406		<b>244,517</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>394,517</b>
<b>Water Mains</b>	47410							
Water Main Replacement	47410	1	2,800,000	3,400,000	2,800,000	6,100,000	2,000,000	17,100,000
<b>Water Mains - Total</b>	47410		<b>2,800,000</b>	<b>3,400,000</b>	<b>2,800,000</b>	<b>6,100,000</b>	<b>2,000,000</b>	<b>17,100,000</b>
<b>Water Transmission Lines</b>	47411							
Madison Water Load Out Facility	47411			350,000				350,000
Zone 2 Storage & Water Transmission Improve.	47411				12,300,000			12,300,000
<b>Water Transmission Lines Total</b>	47411		<b>0</b>	<b>350,000</b>	<b>12,300,000</b>	<b>0</b>	<b>0</b>	<b>12,650,000</b>
<b>Wells/Production/Collection</b>	47412							
Pump Station #1 Disinfection Replacement	47412					2,300,000		2,300,000
<b>Wells/Production/Collection - Total</b>	47412		<b>0</b>	<b>0</b>	<b>0</b>	<b>2,300,000</b>	<b>0</b>	<b>2,300,000</b>
<b>Water Storage/Reservoirs</b>	47413							
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
<b>Water Storage/Reservoirs - Total</b>	47413		<b>0</b>	<b>900,000</b>	<b>1,300,000</b>	<b>0</b>	<b>0</b>	<b>2,200,000</b>
<b>Sanitary Sewer Mains</b>	47420							
Sanitary Sewer Main Replacement	47420	1	3,200,000	1,600,000	1,200,000	3,400,000	2,900,000	12,300,000
WWTF Screening Replacement Project	47420	3				1,400,000		1,400,000
Cam-Plex Lift Station Capacity Upgrade	47420	4					2,500,000	2,500,000
<b>Sanitary Sewer Mains - Total</b>	47420		<b>3,200,000</b>	<b>1,600,000</b>	<b>1,200,000</b>	<b>4,800,000</b>	<b>5,400,000</b>	<b>16,200,000</b>

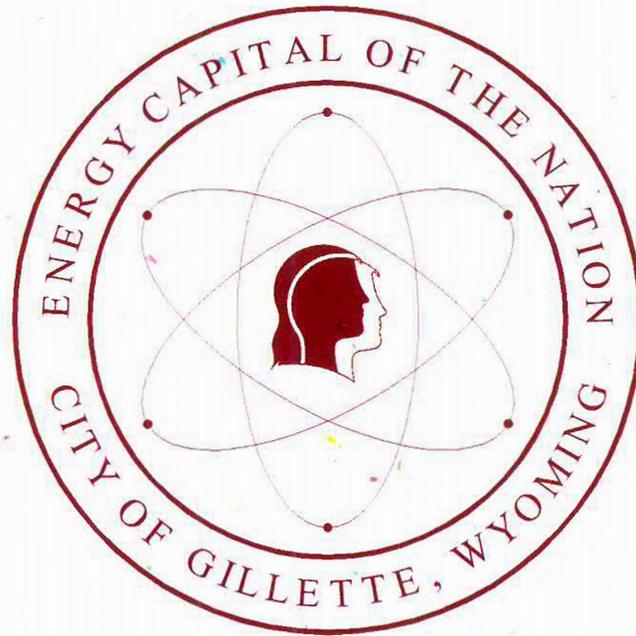
**City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021**

Description	Account	Priority	Fiscal Year 16-17	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Total
<b>LID Improvements</b>	47440							
Interstate Industrial Park LID - Water System	47440			2,000,000				2,000,000
Winland Industrial Park Improvements	47440			778,000				778,000
<b>LID Improvements - Total</b>	47440		<b>0</b>	<b>2,778,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,778,000</b>
<b>Rail Spur Modification - Total</b>	47450							<b>0</b>
<b>Furn/Fixtures/Equip</b>	47510							
Consolidated Dispatch	47510		250,596	217,113				467,709
<b>Furn/Fixtures/Equip - Total</b>	47510		<b>250,596</b>	<b>217,113</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>467,709</b>
<b>Community Contributions</b>	49004							
Youth, Senior & Community Contributions	49003		800,000	800,000	800,000	800,000	800,000	4,000,000
College Operational Funding	49004		335,000	335,000	335,000	335,000	335,000	1,675,000
Boys & Girls Club Building Maintenance	49010		50,000	50,000	50,000	50,000	50,000	250,000
Donkey Creek Festival Funding	49010		35,000	35,000	35,000	35,000	35,000	175,000
1% Tax Education	49010		7,500	7,500	7,500	7,500	7,500	37,500
<b>Community Contributions - Total</b>	49004		<b>1,227,500</b>	<b>1,227,500</b>	<b>1,227,500</b>	<b>1,227,500</b>	<b>1,227,500</b>	<b>6,137,500</b>
<b>Transfer Out</b>	49110							
Transfer to Power Fund for New Distribution Lines	49110		1,149,404	1,500,000	1,500,000	1,500,000	1,500,000	7,149,404
<b>Transfer Out - Total</b>	49110		<b>1,149,404</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>7,149,404</b>
<b>Contingency - Total</b>	49204		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1% Projects - Total</b>			<b>12,472,017</b>	<b>28,278,613</b>	<b>27,322,500</b>	<b>26,074,500</b>	<b>22,197,500</b>	<b>116,345,130</b>

**1% Budgeted Revenue**

Residual Sales Tax - Cash-On-Hand 6/30/16	11,000,000
FY17 Sales Tax - To Fund External Entities	1,227,500
Federal Grant - Donkey Creek Pathway	244,517
<b>Total 1% Budgeted Revenue</b>	<b>12,472,017</b>
<b>Surplus/(Deficit)</b>	<b>0</b>

# Adopted Capital Improvement Plan



**City of Gillette  
Fiscal Year 2016-2017**

**City of Gillette**  
**Summarized Funding Requests for Fiscal 2016-17**  
**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	2016-17 City REQUESTED FUNDING	2016-17 City APPROVED FUNDING
<b>AGENCY REQUESTS FUNDED THROUGH 1%</b>							
1 American Legion Post 42 Baseball	\$ 20,000	\$ 20,000	\$ 19,551	\$ 20,000	\$ 19,000	\$ 20,000	\$ -
2 American Red Cross	\$ 20,000	\$ 20,000	\$ 19,551	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000
3 AVA	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
4 Boys & Girls Club of Campbell County	\$ 67,000	\$ 67,000	\$ 65,497	\$ 67,000	\$ 67,000	\$ 72,000	\$ 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	\$ 10,500
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	\$ 4,000
9 Campbell County Reading Council	\$ 500	\$ -	\$ -	\$ -	\$ -		\$ -
10 CASA Volunteers	\$ 55,000	\$ 55,000	\$ 53,766	\$ 55,000	\$ 60,000	\$ 60,000	\$ 55,000
11 CLIMB Wyoming	\$ 29,500	\$ 29,500	\$ 28,838	\$ 29,500	\$ 29,500	\$ 29,500	\$ 29,500
12 Council of Community Services	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 75,000	\$ 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	\$ 64,000
14a Gillette Abuse Refuge Foundation-Capital	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 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	\$ 25,000
20 Gillette Young Life	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
21 Gillette Thunder Speedway	\$ 25,000	\$ 25,000	\$ 24,439	\$ 25,000	\$ 20,000	\$ 20,000	\$ -
22 Fur Kids Foundation	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
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	\$ 10,000
25 Life RU Ready?	\$ 10,000	\$ 5,500	\$ 5,377	\$ 5,500	\$ 5,500	not submitted	\$ -
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	\$ 40,000	\$ 30,000
28 Powder River Symphony	\$ 10,000	\$ 10,000	\$ 9,776	\$ 10,000	\$ 10,000	\$ 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	\$ 15,000
31a Second Chance Ministries-Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32 Senior Citizens Center	\$ 350,000	\$ 350,000	\$ 342,149	\$ 342,149	\$ 315,116	\$ 325,116	\$ 313,000
33 Serve Wyoming	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
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	\$ 150,000	\$ 150,000	\$ 148,000
36a YES House Foundation Bldg. Request	\$ -	\$ 1,463,800	\$ -	\$ -	\$ -		
<b>Sub - Total Agency Operating Requests</b>	\$ 1,080,800	\$ 1,051,800	\$ 950,000	\$ 1,021,613	\$ 1,000,080	\$ 1,085,580	\$ 800,000
<b>Sub - Total Agency Capital Requests</b>	\$ -	\$ 1,463,800	\$ -	\$ -	\$ 15,000	\$ -	\$ -

**OTHER AGENCIES (GF - Special Projects)**

1 CC Economic Development	\$ 120,000	\$ 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	\$ 12,500	\$ 12,500	\$ -
3 Gillette Main Street						\$ 40,000	\$ 20,000
4 Campbell County Conservation District	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -
5 CCPRD - Watering at Lasting Legacy Park	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub - Total Other Agencies</b>	\$ 140,700	\$ 125,700	\$ 132,500	\$ 132,500	\$ 147,500	\$ 187,500	\$ 140,000

**GRAND TOTAL** (net of Bldg. Requests)

**GRAND TOTAL Building Requests**

**\*TOTAL Requests**

\$ 1,221,500	\$ 1,177,500	\$ 1,082,500	\$ 1,154,113	\$ 1,147,580	\$ 1,273,080	\$ 940,000
\$ -	\$ 1,463,800	\$ -	\$ -	\$ 15,000	\$ -	\$ -
\$ 1,221,500	\$ 2,641,300	\$ 1,082,500	\$ 1,154,113	\$ 1,162,580	\$ 1,273,080	\$ 940,000