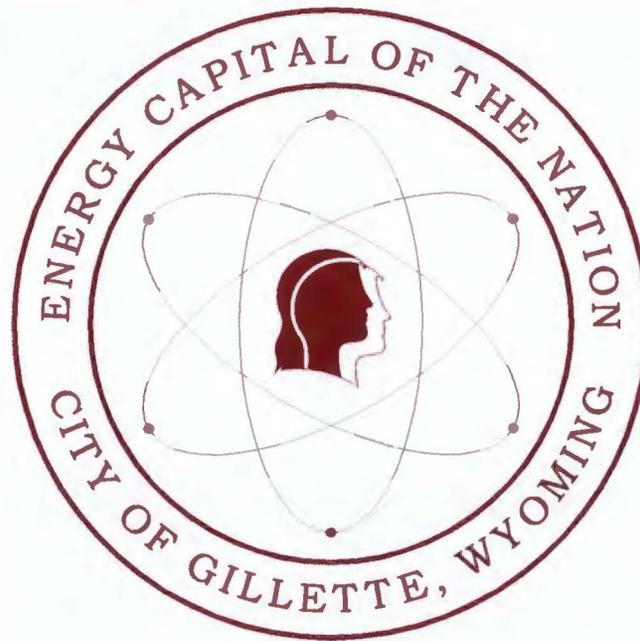


Adopted Operating Budget & Capital Improvement Plan



City of Gillette
Fiscal Year 2017-2018

CITY OF GILLETTE, WYOMING

May 8, 2017

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

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

SUBJECT: Budget Message for Fiscal Year 2018ⁱ

Introduction

Pursuant to the direction of the City Council and as required by State law, the proposed Fiscal Year 2018 (FY 18) 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 18. 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 18; it is our hope that the budget work sessions will help draw that direction into the discussions and ultimately the budget document. The proposed total budget for FY 18 is **\$110,733,986.**ⁱⁱ

Summary Overview

Fiscal Year 2017 will be remembered as the year of the downturn for government revenue here in Wyoming. Largely beginning with the multiple energy company layoffs that mostly incurred in energy cities like Gillette during the spring of 2016, the budgets of cities and towns all over Wyoming felt the financial pinch that would remain the chief struggle for much of both the calendar year and ensuing fiscal years.ⁱⁱⁱ As predicted in the budget message delivery of last year at this time, the budgeted projections did not hold water and the budget was amended again in September 2016 to demonstrate a new floor of revenue that has not been experienced for the City of Gillette since 2006. Accordingly, the City Council continued their evaluation of a number of difficult decisions and ardent measures; the results of which were not widely embraced by the populace from both inside the City and without. The synopsis that ensues in this message will demonstrate a continuance of much of what was decided last year with a noticeable, yet smaller push on general fund expenses so that the City will have a better chance at keeping them commensurate with operating revenues. Critical evaluations of positions that open through retirements or other attrition activities will continue throughout the organization. Innovations that push the assumptions of how local government should operate will continue to be mined from among the ideas of

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both employees, elected officials, and those among the citizenry who are willing to dedicate this type of commitment and energy to these types of questions.

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 do not necessarily have a direct impact in the enterprise funds. This budget is designed around the idea that the projected revenue streams are sufficient for the expenses that have been built in to the proposed general fund. Should the revenues staff has projected holds, the City may now have appropriately captured what the new norm for the community looks like and found the appropriate revenue floor. While staff feels much better about knowing what the City's near term future looks like now, suggesting revenues will not fall beyond our new floor still has the possibilities of being a tall order to request.^{iv}

The effort 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 continues. The other difficulty exists where expenses do not match revenues, reserves are used to make up the balance. So, in a matter of speaking, when you reduce expenses in this environment, you reduce reserve deductions. Accordingly, this transforms reserves into a revenue stream particularly when it is operations or ongoing costs that are being supplemented.

Sales tax receipts have been falling since November of 2015. Since that time, staff has been pushing back against operational expenses particularly in the general fund. Sales taxes for FY 16 general fund were collected at \$20.3M.^v As of the writing of this message, the City's general fund is projected to receive a sales tax total of \$16.1M (as of quarter 4, FY 17) which would support a flattening behavior. The proposal for FY 18 is \$16M in sales tax receipts, general fund, which assumes a loss of 36% since sales taxes started their descent, and represents a very minimal growth expectation for FY 18.^{vi} The difficulty that will come again will occur if sales tax receipts drop lower than anticipated potentially creating another floor of revenue losses. Staff is trying to be sensitive to the problems

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of pulling back too much in the revenue projections for the general fund while being consistent as to the desires of the community for services. Council's direction in this regard has been very valuable.

FY 18 will continue its obligation to debt service payments for the newly constructed 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 obligation. Should this program continue to degrade the receipts to Gillette or go away altogether, the City will need to turn to reserves or other untapped revenue measures to provide for this obligation.

The unique difficulty that the City of Gillette faces each year 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 revenue streams virtually disappeared in FY 17 over and above what the student housing project will need through the hampered direct distribution program. The Consensus program's residual dollars have now all been allocated with no further disbursements expected.^{vii} The operational dollars historically available for capital that remain over and above GF expenses do not exist. Despite all of this revenue loss, the budget for FY 18 does anticipate \$188K of residual capital dollars. The proposed budget does not include offsetting capital expenses as of yet although a proposed aerial photography flight that has not occurred in three years is included in the proposed GF capital.^{viii}

Much thought was given throughout the last twelve months to enhanced revenue opportunities. The biggest effort along these lines was in relation to annexation strategies. While much progress was made over the last year, the Council will need to focus its efforts in supporting this measure throughout much of FY 18. It is anticipated that if the work to this point gets completed, the first full year of annexation of all of the south 59 areas will provide the City \$1.5M in sales tax revenues to both the General and 1% funds.^{ix} Analysis concerning the draw upon those dollars for needed service expenses post annexation is not expected to unilaterally draw down those funding benefits. Should revenues not related to annexation activities throughout FY 18 hold according to budget, these dollars could help to initiate a small recovery behavior. The FY 18 budget in its proposed form does not include any planned revenue enhancements for the general fund resulting from annexation activities. Critical thought to unrelated franchise fee opportunities in the power fund and the fiber program should be seriously considered over the next 12 months as well.

Another effort along these lines (albeit much smaller) is that of continuing the effort to find dollars to bolster the Police Department. As this budget maintains, the Police force was reduced in FY 17 in order to meet slackened revenue projections. As Council is aware, one of the reductions was realized in the School Resource Officer program. The support for that program was dropped by 40% in FY 17. In the absence of dollars needed to maintain the full complement of five officers in our schools, staff is once again pursuing Federal dollars to provide funding for the two positions the PD lost from this program^x. Should those dollars come to pass, it is anticipated that those missing positions could be funded for the next three years. Furthermore, the VOCA/VAWA program has extra

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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 discussions 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 reserves would have in providing the balance needed. Staff will continue to look for ways to extend dollars 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.^{xi} Staff recommended to Council a departure from past practices back in 2016 and suggested no growth in the network expansion over FY 17. That practice should continue except in areas where annexation may require connections into the City's existing network. 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. However, revenues from newly annexed areas were projected, where applicable, pursuant to possible timeframes^{xiii}.

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

Water

Back in March, Council learned that the Water utility would not need a rate increase for yet another year and is a good example of a fund that has not needed a rate increase for a few years now. Council also saw the water model break into two components for the first time in the Fund's history. The distribution and transmission components are necessary to evaluate separately as contributing parts in that both parts have obligations to the Joint Powers Regional Water Panel for their explanation and understanding. Considering both separately tell a far more complete story as to how the fund and its corresponding rates behave and influence costs. The transmission by itself presents much more uncomfortable trends while the fund overall is such that its positive health is supported well. At the current rate, the fund will not need rate increases for the next couple years although the absorption of the pool may have some impact in future years' rates depending on capital needs it might have and Council's willingness to use 1% dollars for those purposes.

Staff will continue to monitor the costs associated with network shrinkage to make sure that any of the City's outmigration (if any) is not getting ahead of the fund's ability to perform in an optimal condition. Should the community lose 500 people and their

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corresponding accounts, the loss would require about \$120K in reduced expenses to make up the revenue shortfall. At this point, the losses appear to have been fairly minimal given the fact that most landlords who lose tenants keep the utilities going.

As will be discussed more thoroughly later, more regional customers gained in FY 18 will also mean more by way of added revenue to the fund. This is important to the fund in that many of the costs associated with bringing these regional connections online have the advantage of doing so with money on hand and for costs that are currently sunk and being absorbed by the fund already.^{xiii}

Sanitation

Two major factors influenced the fund very positively over the last year that bode well for FY 18. By eliminating the costs associated with recycling and completing the transition of the residential alley dumpsters, cost and efficiency projections have been very positive. 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, which as a percentage of the overall fund, may be among the most personnel intensive. However, 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 for years to come without rate increases.

The financial environment for this fund could change however, when the transfer station on Westover shuts down and all operations for the receipt of MSW will be relocated to the North facility 12 miles outside of town. FY 18 is likely to be the year where this will occur. Staff believes that the efficiencies that we have gained over the last couple years paired with the added revenues pursuant to potential annexation, could assuage those costs. FY 18 will be a great teacher to determine if this theory holds true.^{xiv}

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. Council saw fit to maintain the activity of this fund in and around its optimal operating condition instead of allowing it to dip closer to reserves. Rate increases around 6% for this year and next should generate the revenues necessary to absorb expense increases for the following three years. This also assumes that 1% will continue to offset many, if not all of the capital expenses as well however.

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, the influence in this fund tends to be associated more with the costs of power along with the costs of maintaining the power plants the City owns, jointly or in whole^{xv}. The purchases of WyGENIII and CTII bring with them not only significant debt service, but also large capital projects that obligate the fund.

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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 routine overhauls that happen every spring when power prices and demands are low^{xvi}:

- Baghouse Maintenance \$343,811.19
- Boiler Maintenance \$287,154.08
- Controls \$58,999.60
- Turbine \$232,875.00
- SCR (Silicone Catalyst Reactor) Replacement \$304,175.00

It does not appear that the City will be assessed any repairs to CTII for FY 18 of which we would share 100% in those costs.

Staff is encouraged by how well the transition in the Southern Industrial Park has benefitted the Power Fund. Because of those efficiencies and the advantages gained in the purchase of economy power throughout the last two years, the Council did not see it necessary to raise power rates for FY 18. Furthermore, it is anticipated that the Power Fund will make its long awaited recovery in FY 18 so that FY 19 should be able to start in a cash positive position. If Council supports the franchise agreement with PreCorps (pending annexation south), continues a capital contribution of \$1M annually from 1%, and keep unmatched network growth costs low to non-existent, rate increases could be minimal to non-existent over the next few years.

The great news also is that once 2021 comes (with all of the major annexations, conversions, and plant acquisitions in the past) the fund will have weathered the larger activities and will likely be very close to an ideal operating position. This will be a welcome condition given some of the heavy lifting the fund has had over the recent years. Hopefully when this time comes around, many of the economic impacts that are currently being experienced will be weathered appropriately as well.

Expenses

Perhaps the greatest challenge the Council will have over the next fiscal year, will be that of finding the balance between continued expense pressure in some areas and relaxing pressure in others in order to enhance service delivery from its current point. FY 18 will be a year of fine tuning the City's service delivery (one year of history and experience has been a great teacher!). Where some citizens contest for continued pressures, others decry an unacceptable loss of service causing the sometimes confusing messages.

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To this point, Council has authorized a few cut retractions, mostly in the Public Works department for FY 18. Council will see a proposal for an increase in seasonal help and likely in overtime line items in an effort to bolster needed work in the parks and streets. Although probably not in FY 18, Council will want to keep an eye toward retracting some cuts in other areas during periods of recovery combined with heightened business activity, such as in the Development Services areas. Council should also be aware that while annexation revenues are not anticipated in the FY 18 budget design as mentioned earlier, forethought towards currently understood expense impacts are contemplated to some degree with the FY 18 proposal namely, keeping Police patrol to full strength, not dropping Animal Control further, requesting more predator money, keeping sanitation to full strength, and not reducing other enterprise staff/budgets further. While there may be other smaller impacts as well, Council will want to recognize the perceived imbalance that exists currently in the budget and try to support the revenue relief annexation can bring.

Council uniquely holds the responsibility of determining if what Staff has suggested to enhance or retract on the expense side of the budget is appropriate. Some of these changes are possible because of the “give” in some areas of the budget and the subsequent “take” in others. Throughout the year and up until the writing of this message, very useful ideas from staff continue to come forward aimed at keeping downward pressure on expenses that have the result of protecting other services that it appears Council supports helping. Those ideas are largely responsible for expenses taking a precipitous drop over the last 12 months as well! Key policy decisions from the Council have also enabled a reduction in expenses.

The efforts at doing this throughout FY 16-17 have paid off in that despite the significant drops in revenues, staff was able to stifle expenses to the point that only \$950K is projected to be needed from reserves to make up the difference for FY 17.^{xvii}

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. Council will need to drive those discussions very directly in that a new revenue floor will require lower expense expectations thereby further hampering the services the City delivers from its current point.

Further complicating the matter for the City’s budget preparations include the growing contributions being required for the operations for both the Fire Department and the Complex operations. The heightened expectation for the largest combined contributions ever required from the City on a percentage basis starts in FY 18. For FY 17, the Land Board and Fire Board presented a combined total of \$7.6M for both the County and the City (and the Town of Wright) to consider for operational funding requests. The City’s requirement to the Fire Department will exceed \$200K over and above what was provided last year for operations despite a 7% required reduction in the operations budget request.^{xviii} Whether this change is right or wrong, the reality is that in four years, the City will have to find a way to provide in excess of \$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.

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For the operations at the Complex, the City will move to a 19% funding model being proposed for FY 18. This will amount to a total of \$631,606, which represents a roughly \$50K increase over last year.

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 \$1.7M for FY 18.^{xix} This equates to a \$.14 investment by the City for every dollar expended toward the 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 three-year MOU that exists between the College District, City, County, Hospital, BOCHES, and the School District for operational funding to Gillette College has been in effect for one year. 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.^{xx} Council recently approved holding steady at the current rate despite a request on the table currently for an additional \$150K to replace losses the College is incurring through slackened property tax disbursements. The added caveat for this year is that the College will be on the sliding scale the social service agencies are which falls with any declines in 1% revenue.

The utilities fare pretty well as it relates to cost exposure when considering southern annexation. As an example, staff has made great progress with the evaluation of entering a franchise agreement with PreCorp for power service in the potential annex areas of Crestview and Antelope Valley. 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. Furthermore, network expansion would not be needed for at least another five years or longer depending on Council's interest.

These same larger annex areas already have water systems the citizens are happy with thereby reducing the need for the Water fund to extend large capital dollars for network expansion. Given that the City already provides sewer service to Antelope Valley and Crestview has an established sewer system, the costs to connect are relatively minimal.^{xxi} Sanitation has gained enough efficiencies in their processes that expanding their fleet and personnel is unlikely to be necessary.

1% Fund

The inaugural year for the new approach to capital planning in the 1% fund has been a success.

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One indicator is in regards to how far we were able to get the \$11M in FY 17 to go over and above what was actually projected to be completed. The construction agenda originally envisioned was able to grow by 15% because of unexpected project savings and unanticipated grant revenues. Despite the record drop in dollars allocated to construction through this fund (nearly 50%), Council held strong to the principles that the citizens expect in regard to maintaining the integrity of this tax dollar usage. (Even when other outside elected officials challenged this idea in some respects!)

This fund is unique in that it is only meant to account for 1% funds needed to complete 1% projects. For FY 18, staff can say with confidence that \$12.6M can be made available for construction projects, cash on hand. This represents only about \$1.6M in actual growth over last year's cash balance. The \$12.6M figure also includes \$3.1M in residual dollars left over in the fund from previous years' project savings. These dollars are largely consumed by utility and road replacements.^{xxii}

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 throughout FY 17 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 to be circulated in the community. 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.

Unlike most of the City's funds, the 1% fund for FY 18 does not have a policy requirement for a fund of residual tax dollars to be held in reserve. However, it should be noted that the remaining months of 1% receipts in FY 17 is not being counted towards the FY 18 capital agenda. This means that approximately \$3M gathered before the end of FY 17 will be available as a contribution towards the capital agenda for FY 19.

For FY 18, the following projects are being proposed for construction with available cash on hand:

- 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.
- Gurley overpass – Close to \$700K will be needed to resurface the jersey barriers installed along the edges of the overpass.
- Water Main Replacements – Main replacement in Hwy 14-16 from Butler Spaeth to Gurley; replacements in 4th street from Gurley to Stanley.
- Sewer Main Replacements – Main replacement in Potter Ave. from University to Potter.

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- Power – Complete the 30+ year goal of transitioning our 4KV to 25KV with the idea to finishing this conversion within the next 18 months (November of 2018). Also, replace the old direct buried primary cable in various parts of town. One major cable replacement this would include is the Complex.^{xxiii}

Staff will continue to use 1% dollars to leverage other grant funds, where possible 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. Another good example would include the work needed at Winland Industrial Park. This involves the complete rehabilitation of water and sewer systems in Phillips Circle, Winland Drive and Winland Court. If the funding from the State is provided, staff would recommend re-establishing the street surfaces as well. With the combined value of the Consensus dollars and dollars being requested from the State, we may find that little to no 1% dollars would be needed to complete this project.

Gillette Regional Water Supply Project

FY 18 will be another year of achieving a number of construction benchmarks toward the completion of the Gillette Regional Water Supply Project. The estimated total for projects completed and currently under contract is \$169,820,436 (including design, ROW acquisition, construction, and inspection services), leaving \$47,779,564 in projects and contingency 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 current fiscal year and what is on the horizon for FY 18.

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
Strategic Investments and Projects Account (2014 appropriation executed in 2015)	\$13,385,995.00

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

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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^{xxiv}

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
- Construction Contracts Pending
 - Contract 2b - Well Field Piping, Pumps and Equipment
 - Contract 2c – M13, 14, and 15 Pumps and Equipment
 - Contract 8 - 18-inch Pump Station 1 Discharge Transmission Pipeline Extension, Gurley Ave to Wyodak Blending Facility

The FY 18 Budget Request includes funding for design and construction for the next two priorities (8-Mile, Stonegate, Rock Rd, Freedom Hills, American Rd, Meadow Springs, Crestview) of regional extension projects. Both design and construction will occur in 2017 and 2018 on these projects.

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 for regional connections 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

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WWDC Grant for Priority II Extensions for 67% of Construction (pending HB0086) \$1,675,000.00

WWDC Grant for Priority III Extensions for 67% of Design and ROW Acquisition (pending HB0086) \$361,800.00

Local Capital Facilities Tax Received to Date:

City's \$20M share for 33% cost of District Extensions Projects.....\$20,000,000.00^{xxv}

Total Funding to Date (District extensions).....\$29,031,600.00

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

Human Resources

The changes made over the last two years in our human resources are starting to have an effect on morale. Despite the fact that indeed 47.5 positions were lost to both attrition and reductions in force, it is getting harder and harder to only promote the idea of "be happy you have a job, aren't we all thankful." Public service is a challenging yet rewarding profession and staff does have much to be happy about, but, many employees are having a hard time ignoring the differences that reduced overtime and reduced take home pay (by virtue of the change in retirement sharing) is having on their overall earnability. Employees who have historically depended upon overtime as a feature of their personal business plan, have probably incurred the larger lifestyle changes that may continue to be wearisome over the next fiscal year. Council is aware that our human resources have been our greatest asset in overcoming the downturns and facing those corresponding challenges so effectively. As we have found, a profound ability to rely upon our human resources for innovative ideas have demonstrated their value over and above simply being asked to do more with less (which is important too.)

It is with great regret to report that no increase in pay or benefits are being suggested for the employees in FY 18. This recommendation does make it harder to reward good behavior and exceptional customer service. However, the FY 18 budget does continue the system that encourages promotions and added certifications that provide value for our organization.

To this end, staff has been very leery to increase the cost of benefits to employees beyond what is absolutely necessary. As will be discussed later, the FY 18 budget does call for a benefits increase of 3% to both the employees and the City's contributions to the medical fund. Additionally, the interest of maintaining wellness benefits (classes, coaching sessions, shots), although not much by way of wellness awards, is proposed for the FY 18 budget.

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The serendipity the City has been able to take advantage of is that of the regular employee attrition that transpired throughout FY 16 and 17. There are a few more retirements that are pending in the beginning months of FY 18 that staff will look to in order to maintain the balance of revenues with expenses and actually goes a long way toward a hoped for removal of dependence upon reserves (in the general fund). Accordingly, the FY 18 budget does not require a furlough program (as was suggested last year), does not require more reductions in force, will not require a larger contribution of retirement funds from the employees, nor does the FY 18 budget anticipate changing the share of the health benefit costs beyond what they are now.^{xxvi}

The new level by which the City can function from a staffing perspective appears to have been discovered for now. While this year-long discovery process certainly has not come without pain and sacrifice on behalf of our employees, the citizens have acutely felt how a loss of employees impacts services they receive as well. Invariably in a service-based organization like the City of Gillette the more costs are driven down in this category of expenses, the more rapidly services will be impacted, particularly from this point forward.^{xxvii} Should the revenue floor drop from where staff believes the FY 18 budget needs (particularly in the General Fund), it is hard not to imagine that employees will not feel this again somehow without an infusion of revenues from the reserves.

Reserves

Reserves have demonstrated themselves to be of great importance indelibly over the past year and hopefully from this point forward. Healthy reserves are relevant and helpful and will be critical until the State Legislature does more to create more sustainability opportunities for cities and towns in Wyoming. The work that has taken place in the enterprise funds to provide solid reserves and cash buffers provides a great model for the general fund and the other smaller funds. The result of the decisions Council makes to supplement services in the absence of sustainable revenues strikes at the heart of how long Council will be able to rely upon reserves as a feature of the budgetary models and future protection. While the City did not burn as much as staff thought might be necessary, it will be critical to keep the reserves whole in all funds for the next fiscal year so that the City has one more year of buffer in the event those reserves need to be accessed again at some point in the near future. Given the more precarious nature of the general fund over all the other funds, creating some increase for the mandated portion of the GF reserves may need to be discussed over the next twelve months.

General Fund

Any result of the current year's reliance upon reserves that is less than 5% of a burn rate in the general fund should be considered a victory. Furthermore, that success can really only be attributed to staff's continued pressure on expenses with the aim of using absolutely as little as possible to provide services along with the continued practice of not refilling all of the positions achieved through attrition. The reality is that all of the burn rate analyses staff has evaluated with the Council assumes that expenses will occur to its fullest extent budgeted. If that should not happen, that means that the worse-scenario of \$2.2M that staff projected to use out of

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reserves back in September of 2016 would lessen and the burn rate would drop. Currently, it is anticipated that the amount of dollars used out of the GF reserves will be less than \$1M equating to a burn rate of 4.95% to wrap up FY 17.^{xxviii}

FY 18 should be the year wherein the City will no longer have to depend upon reserves to balance the budget should the projections for revenues in the general fund hold. This means that the GF should have \$10M in the 120-day reserve untouched, \$5.5M for the aquatic park untouched, and an additional \$2.5M in residual cash over and above these important reserves to start FY 18. This is important because of the uncertainty that may still exist moving into a season of lowered property valuations and diminished construction activity locally. If revenues hold at the conservative level staff has projected for FY 18, these cash buffers throughout the year should be available to help during future unanticipated fluctuations. The next year of not dipping into these precious dollars should help to better secure the City's financial health and extend the life of their use should a burn rate need to be incorporated again.

The trend of not supporting capital projects in the general fund, the Complex, and the Fire Department should continue in order to preserve the balances in both the designated and mandated portions of the reserves. Until operating dollars in surplus of operating expenses becomes available, capital in all of these funds will likely either need to be supported through reserves or not at all.

Utilities Reserves

Reserves play an important role in the operation of the utilities as well albeit not in the fashion used by the general fund this past 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 the neighborhood of 10% 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 18, 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, should that be an issue moving forward.

Recently, Staff requested Council take the added step of creating a reserve with the left over dollars from the Capital tax collections via a resolution passed early in 2017. That amount is estimated to be at \$7M currently. As the Madison project continues to wind down throughout FY 18, the already collected capital tax dollars that the City gets to keep instead of investing into the construction, will be diverted to this fund for purposes of the maintenance and upkeep of the Madison asset (transmission side.) This effort supports the expectation the voting populace had when the project was approved for capital tax funding (special purpose excise tax) in the development of a depreciation fund.

CITY OF GILLETTE, WYOMING

Overall, 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 \$104K to bring the FY 18 projected year-end cash balance to \$3.8M over and above a combined restricted amount of \$9.6M. All of this without the assistance of a rate increase in FY 18. Additionally, the fund will not be benefitted by the assistance the penalty tiers in the rate model provided during the times when conservation methods were so critical for the capacity issues facing the system.

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 18 at just under \$1M. This is a \$3.8M improvement over last year. Because of a positive cash impact of \$560K throughout FY 18, the year-end position for the fund overall will require \$375K from the reserves. As indicated in the past and depending upon the fund's response to the economy, reserve dependency and use should be gone before 2020. This positive climb toward a much anticipated reserve-free dependency will not be aided by rate increases in FY 18.^{xxix} Once whole, the combined value of the reserves in this fund will be over \$19M.

Albeit small, the Wastewater Fund will have a positive cash impact of \$30K. The fund will continue to perform outside of the reserves and have a positive cash position of \$1.7M by the end of FY 18. The reserves are set at a combined total of just over \$3.1M.

The Solid Waste Fund is also a healthy fund. As was mentioned earlier, many gains were incurred with some foundational changes in FY 17 that has the effect of preserving reserves even further into the future. This fund is expected to incur a gain of \$133K over FY 18 thereby contributing to a year end cash balance of just over \$1M. These dollars are also over and above any dollars required for the associated reserves, which is set at \$728K. 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 or subsidize other parts of the City's budget. Given the difficulties the City faced over the past year or more, this is an ever-important understanding the City has demonstrated a very strict adherence to in all of the City's enterprises.

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.

This fund is one that continues to be a challenge to keep funded adequately. The Medical fund task force has been investigating some innovative things that help to put pressure on costs while preserving reserves for the wide fluctuations that can occur in a self-funded environment. While this fund represents a big expense as well as a huge vulnerability given whatever bad health cycle the City might find itself in, this program continues to be a very important feature of what we can offer employees against the backdrop of not being able to offer much by way of increased salaries and other benefits.

The Health Fund has a reserve requirement equivalent to a six-month run out of expenses. While the value changes periodically, it is understood to be \$2.37M 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.^{xxx} The fourth quarter of FY 16 and well into FY 17, the City experienced negative flow of expenses over revenues which was contrary to the prior year's cultivating the reserves balance. Fortunately, this left the City in a position to withstand the loss. The value of the fund is projected to be at \$1.8M to start FY18. Given the fund's cash position, a 3% rate increase is budgeted for January 2018 for health and dental premiums. This projected mid-year increase impacts the general fund, specifically by \$45K; \$63K to the City in its entirety. The total impact to the employee ranges from \$18 to \$57 for the same 6-month period. Additionally, plan design changes were implemented effective January 2017, which shifted costs from the City to employees in the form of increased deductibles and co-payments; this is projected to recoup approximately \$87K. Currently, the City pays for 85% of the total premium, the employee pays 15%; if the City ever chose to shift this split to 80/20, the general fund could save an additional \$175K. City-wide savings would be \$250K.^{xxxi} This transfer still does not resolve the declining cash reserves. Staff will continue to keep downward pressure on culprit costs, thereby, helping the solvency of the fund overall as best as possible.

Conclusion

As of the writing of this message, an article appeared in the Casper Star Tribune entitled "Revenues Soar for Wyoming's Top Coal Producer." The article discussed the 29% increase in earnings for Peabody Coal for first quarter 2017. One year ago they were initiating bankruptcy filings after having laid off 15% of its workforce. Given this information along with others being provided over the last six months, it does appear that there are reasons for hope. There are exciting things occurring that might not have ever occurred had this necessity of thought not happened in both the energy industries and within our own organization. While the City's revenues are doing better now than expected, the translation of some of the positive economic indicators are not being realized at the local government level quite yet however. Revenues for the FY 18 budget are not being proposed in the form of recovery but more in the form of tightening our expectations with reality now that we know far more than we did last year. We got a lot smarter over the last twelve months and we can sharpen our expectations much better now.

Every one of the expense saving dynamics that came into play over the last 12 months and as a product of the work sessions of late FY 17 have all added up and helped to bring the budget into very clear focus. All of these decisions, retirements, and cost shifting opportunities have placed the right pressure and saved expense obligations in the right portions of our budget to get us to the successful position this budget is proposed to be in right now. Conservative revenue projections from the City's parking lot side, the annexation side, the municipal court side, and franchise fees opportunities, should come in at the right time to offset small drops in revenue and may even help to support the commitment to provide higher dollars to the external agencies. We think have realized our new norm; we believe we have found the revenue floor by which we are planning accordingly.

As was mentioned earlier, Council's biggest decision this next year will be, in the balance of this financial environment that remains for the community, are we doing what the Citizens want? What fine tuning is yet to be adjusted that comports with what the citizens want? Can those adjustments be made without expense to something else and if so is that the right trade?

The dynamic way in which programs and efficiencies have been viewed by the Council is responsible for much of which has been incorporated and is in play right now than would otherwise be possible. The City is more streamlined and more lean than ever before and will be providing services in a way more consistent with citizens' demands without having to tap reserves, so long as revenue flows allow. The FY 18 budget continues that trend while leaving room for small fluctuations. Certainly should things improve and recover, the budget and the organization has shed enough costs and inefficiencies to better position and accommodate that growth in a smarter way far into the future.

ⁱ The budget message herein is as it was presented to the City Council at the May 2017 budget workshops. At the direction of the City Council, changes were made to the budget prior to its official passage and are therefore not reflected in this budget message.

ⁱⁱ This includes the remaining Madison projects anticipated for FY 18 and work related to the regional extensions in the amount of approximately \$3M.

ⁱⁱⁱ Of the 1,000 kids to leave the Statewide ADM counts over the last school year, 500 came from Campbell County.

^{iv} Cue images of fingers being crossed!

^v FY 16 budgeted sales taxes was at \$25M.

^{vi} Despite temporary surges in sales tax revenues for July and December, staff proposes a \$1M increase over what the FY 17 budget was amended to (\$15M).

^{vii} The Consensus program of a couple years ago, provided \$4.7M for use here in Campbell County. \$3.3M was consumed by the Station 3 project by itself leaving in excess of \$900K for projects including the Winland Industrial Park. Despite being authorized in FY 17; the Industrial Park likely will not be completed until the latter part of 2018 (contingent upon support through the SLIB.)

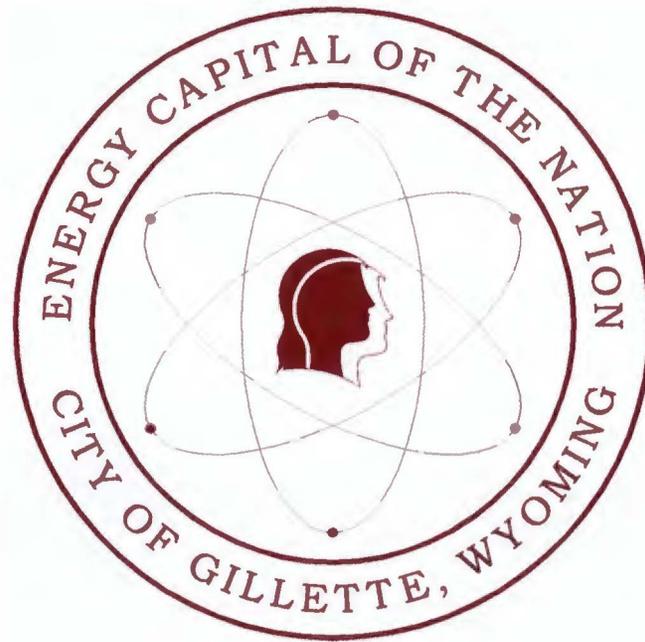
^{viii} This project is estimated to cost no more than \$60K.

^{ix} This assumes a sales tax collection rate consistent with current collections which are at a historic low.

CITY OF GILLETTE, WYOMING

- ^x Staff anticipates a grant request of \$129K that would be renewed on an annual basis for three years.
- ^{xi} It is anticipated that \$6.2M of 1% funds will be dedicated to utility capital repair/replacement needs.
- ^{xii} That being January 2018 more specifically. Reminder, revenue in the general fund from these endeavors were not included however.
- ^{xiii} It is also anticipated that these connections would be made further possible by grants available through the State.
- ^{xiv} Revenues for this fund are expected to increase with annexation in a means adequate enough to offset expenses subsequent to annexation.
- ^{xv} For instance, the purchase of power projected for FY 18 will require \$9.7M alone. The non-capital fees and charges associated with our ownership in WGIII and CTII will require an additional \$7M.
- ^{xvi} These numbers only reflect the City's portion of the repair obligation.
- ^{xvii} This requirement from the reserves amounts to a burn rate of about 5%. When compared to a revenue drop of somewhere in the neighborhood of 30%, this shift to a reserve requirement over the past year of transition has been relatively minimal.
- ^{xviii} The marginal increase for the contributions the City needs to make to the Fire Department will likely increase by at least \$200K each year until FY 21.
- ^{xix} One year ago, that combined budget value was \$12.1M.
- ^{xx} The County also pays \$335,000 annually for the operations of the College.
- ^{xxi} That cost would include connecting Crestview to the City's sewer at a price of no more than \$100K.
- ^{xxii} 94% of the \$12.6M in 1% dollars are used for hard infrastructure projects (pipes and pavement) in keeping with the directives garnered from the 1% survey. Some from among the community have erroneously said that much of this is for new roads and utility extensions. 99% of the projects listed is for repairs and replacements.
- ^{xxiii} The Complex was originally built in the early 80's. This project will start late summer where 6150' of old cable will be replaced. This project will greatly improve system reliability for the various events.
- ^{xxiv} The full amount of \$75M for the Gillette Madison Pipeline Project was collected by March 31st, 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. 39-15-211(b)(iv) has been collected to be used for the operation, maintenance, and connection to the Gillette Regional Water Supply Project.
- ^{xxv} The full amount of \$20M for the Gillette Regional Extensions Project was collected by March 31st, 2015
- ^{xxvi} The employees enjoy an 85/15 relationship with the City (as the employer) for employer provided health care benefits.
- ^{xxvii} In the General Fund, 65% of all of the operational expenses are related to our human resources. Throughout all of the City's FY 18 budget, our human resources account for 31%.
- ^{xxviii} Staff originally projected a worse-case scenario of a 11.47% burn rate. At the current rate, it would take from now until 2037 to deplete entirely.
- ^{xxix} Council made the deliberate decision to not accelerate the movement out of reserves by virtue of a rate increase in FY 18.
- ^{xxx} \$2.371M as of 5/17
- ^{xxxi} Which is not being recommended at this time.

Adopted Operating Budget



City of Gillette
Fiscal Year 2017-2018

**SCHEDULE: FY18 BUDGET with Council,
City Administrator, Finance Director, Dept Heads & Staff**

Month	Date	Day		Time	Location	
May	8	Monday	BUDGET MESSAGE - Carter Napier		5:30 PM	3 rd Floor Conference Room
			ATTORNEY - Patrick Davidson (pg. 15)			
			HUMAN RESOURCES - John Aguirre			
			1. Human Resources (pg. 17)	2. Safety (pg. 19)		
			3. Health Benefit Plan (pg. 113)			
			PUBLIC WORKS - Sawley Wilde			
			1. Administration (pg. 47)	2. Parks & Landscaping (pg. 49)		
			3. Forestry (pg. 51)	4. Streets (pg. 53)		
			5. Solid Waste (pg. 89)			
			FINANCE - Tom Pitlick			
			1. Finance (pg. 21)	2. Customer Service (pg. 23)		
			3. Purchasing/Warehouse (pg. 25)			
			ADMINISTRATION - Carter Napier			
			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)						
May	9	Tuesday	1% FUND - Carter Napier (pg. 65)		5:30 PM	3 rd Floor Conference Room
			POLICE - Jim Hloucal			
			1. Police (pg. 39)	2. Dispatch (pg. 41)		
			3. Victims Services (pg. 43)	4. Animal Control/Shelter (pg. 45)		
			UTILITIES - Kendall Glover			
			1. Madison Water Line (pg. 77)	2. Administration (pg. 81)		
			3. Electrical Engineering (pg. 85)	4. SCADA (pg. 87)		
			5. Water (pg. 93)	6. Swimming Pool (pg. 97)		
			7. Power (pg. 99)	8. Sewer (pg. 103)		
			ADMINISTRATIVE SERVICES - Pam Boger			
			1. Admin Services (pg. 27)	2. City Clerk (pg. 29)		
			3. Judicial (pg. 31)	4. Facilities Maint. (City Hall/City West) (pg. 33)		
			5. IT (pg. 35)	6. GIS (pg. 37)		
			7. Veh. Maint. (pg. 107)	8. Vehicle Replace. (pg. 111)		
			DEVELOPMENT SERVICES - Dustin Hamilton			
1. Engineering (pg. 55)	2. Building Inpection (pg. 57)					
3. Traffic Safety (pg. 59)	4. Planning (pg. 61)					
5. Code Compliance (pg. 63)						
BUDGET WRAP-UP						

Definitions - Budget 2017-18

● **Benefits** *(include):*

..FICA

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

..Health Insurance

The City's premiums will increase approximately 3% beginning January 1, 2018. The City's share will be \$619.19 for single, \$1,218.76 for employee + 1, and \$1,605.32 for employee 2+ or 85% of the total monthly premium.

..Dental Insurance

The City's premiums will increase approximately 3% beginning January 1, 2018. The City's share will be \$34.00 for single, \$68.02 for employee +1, and \$100.01 for employee 2+ or 85% of the total monthly premium.

..Life Insurance

The City pays \$.07 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 \$.23 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 2016-17 were .54% for non-hazardous (clerical) and 4.47% 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 2017-18 Fiscal Year on 07/01/17.

..Wyoming Retirement

The City pays 3.25% of the employee (8.25%) and the employer (8.37%) share for all permanent personnel. For sworn police officers and dispatch staff the City pays 3.6% of 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 2016/2017 and 2017/2018 Performance Measures are based on projected/estimated numbers.**

● **Number of City Employees does not include Mayor & Council.**

CITY OF GILLETTE

2017-18 BUDGET

FUND: General
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Administration
CODE: 001

ACTIVITY DESCRIPTION:

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

Sales and Use Tax, which is the main revenue source for the General Fund, represents the City's share of the 4.00% general sales tax. After a steady decline beginning in February, 2015, sales tax revenues reached their low point in June, 2016, and have remained relatively stable since that time. Based on current year to date receipts, General Fund sales tax revenues are projected to be approximately \$16.1M for fiscal 2017. Although there have been encouraging signs that coal and oil production may be rebounding somewhat, it is not anticipated that this will provide a near term impetus that would result in significant gains in sales tax revenues to the City. Consequently, the fiscal year 2018 budget anticipates receipts in line with fiscal year 2017 actual receipts.

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 2017/2018 are \$1,106,851 and \$1,586,864 respectively. These amounts are slightly higher than the prior year allocation. The other major source of State revenue is the Direct Distribution. The allocation to Gillette for fiscal 2017/2018 is \$1,123,958.

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 remained relatively the same when compared to the original fiscal 2016/2017 budget.

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

GENERAL FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
001-00-00-300	2014-15	2015-16	2016-17	2016-17	2017-18
Property Tax	1,949,432	2,100,922	1,962,244	1,962,244	2,076,203
Auto Taxes	923,993	1,046,612	887,000	887,000	945,000
Sales & Use Tax	29,784,907	20,349,991	17,400,000	15,000,000	16,000,000
Motor Fuel Tax	453,874	381,671	200,000	200,000	200,000
Cigarette Tax	229,454	214,427	228,000	228,000	182,000
Franchise Fees	747,052	735,427	747,000	747,000	721,452
Severance Tax	1,101,729	1,107,316	1,104,420	1,104,420	1,106,851
Gaming Revenue	210,240	332,079	300,000	300,000	400,000
Liquor Licenses	68,287	65,671	61,837	61,837	63,999
Contractor Licenses	119,250	114,180	90,000	90,000	114,000
Building Permits	81,987	30,113	16,500	16,500	20,000
Electrical Permits	17,525	10,058	5,700	5,700	9,000
Plumbing Permits	14,220	7,362	3,850	3,850	5,500
Mechanical Permits	15,515	7,310	4,350	4,350	6,500
Gas Pipe Fitting	825	1,310	750	750	2,200
Other Permits	44,100	46,095	35,000	35,000	30,000
Stormwater Permits	-	-	600	600	1,600
Federal Grants	284,848	173,965	179,736	363,467	231,300
Royalties	1,553,582	1,578,742	1,562,501	1,562,501	1,586,864
State Grants	186,369	1,821,697	102,447	3,267,352	10,200
State Supplemental Revenue	2,117,809	2,408,642	1,124,674	1,124,674	1,123,958
State Government Other	750	-	-	-	-
Local Grants	49,717	95,359	-	13,013	-
Local Government Other	32,521	30,629	31,000	31,000	31,000
E911 Reimbursement	104,579	-	75,000	75,000	200,000
Planning Fees	33,540	18,970	12,000	12,000	17,895
Commercial Plan Reviews	14,300	6,200	2,800	2,800	6,000
Technical Services	2,196,538	2,292,518	2,168,429	2,481,057	2,679,355

GENERAL FUND		Original	Adjusted	Requested	
Revenue	Actual	Actual	Budget	Budget	
001-00-00-300	2014-15	2015-16	2016-17	2016-17	
				2017-18	
GPA Revenues	19,935	26,692	16,500	16,500	16,000
Building Maintenance Revenue	541,910	424,248	401,184	465,225	444,554
Warehouse Revenue	200,823	467,080	205,243	209,478	201,692
Convenience Fees	-	-	155,000	155,000	-
Highway and Streets	3,515	2,260	3,750	3,750	3,750
Animal Control - City	67,428	60,915	60,000	60,000	48,000
Animal Control - County	14,146	11,175	12,000	12,000	7,000
Fines and Forfeitures	444,771	424,677	391,000	391,000	351,000
Principle Revenue	56,643	39,209	-	-	-
Interest Revenue	6,322	3,565	-	-	-
Interest Earnings	10,461	9,434	8,800	8,800	9,000
Interest on Investments	56,094	72,040	50,000	50,000	113,500
Interest - DA Davidson	12,345	11,852	13,000	13,000	15,800
Unrealized Gain/Loss - Bonds	(14,601)	31,556	-	-	-
Rents and Royalties	52,692	37,204	34,861	34,861	30,011
Little League Fields	4,500	12,500	10,000	10,000	10,000
Mayor's Art Council	9,499	6,767	-	8,000	-
Contributions & Donations	810	3,000	-	7,000	-
Animal Shelter Donations	32,093	9,878	-	-	-
Keep America Beautiful	5,200	5,000	-	-	-
Memorial Program	5,500	1,000	-	5,066	-
Incident Reimbursement Revenue	588	2,605	-	-	-
Miscellaneous	70,387	48,327	269,000	269,000	315,564
Cash in Lieu	44,252	64	-	-	-
Sunshine Fund	4,281	4,697	2,800	2,800	2,961
Federal Criminal Forfeiture	26	15	-	21	-
Proceeds from Asset Disposal	13,362	208,392	-	-	-
Interfund Operating Transfer In	5,000	1,390,807	58,482	79,482	60,236
Proceeds of General L/T Liability	-	11,650,000	-	-	-
Application of Unassigned Cash	-	-	1,403,985	10,260,219	-
GRAND TOTAL	\$ 44,004,924	\$ 49,942,223	\$ 31,401,443	\$ 41,641,317	\$ 29,399,945

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GENERAL FUND				Original	Adjusted	Requested
Mayor and Council	Actual	Actual	Budget	Budget	Budget	Budget
001-10-01-411	2014-15	2015-16	2016-17	2016-17	2016-17	2017-18
Salaries	54,439	54,023	54,000	54,000	54,000	54,000
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	4,351	4,285	4,180	4,180	4,180	4,173
Subtotal Personnel Costs	\$ 58,790	\$ 58,309	\$ 58,180	\$ 58,180	\$ 58,180	\$ 58,173
Contractual Services	8,893	20,360	10,000	10,000	10,000	7,000
Materials and Supplies	279,694	219,103	128,657	151,423	151,423	123,500
Subtotal Operating Costs	\$ 288,587	\$ 239,463	\$ 138,657	\$ 161,423	\$ 161,423	\$ 130,500
Total Operating	\$ 347,377	\$ 297,771	\$ 196,837	\$ 219,603	\$ 219,603	\$ 188,673
Total Capital	\$ 4,495	\$ 3,950	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 351,872	\$ 301,721	\$ 196,837	\$ 219,603	\$ 219,603	\$ 188,673

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

Contractual Services - n/a

Materials and Supplies - WAM, NEWY, Rotary and other dues \$47,500, Mayor's Art Council \$25,000

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 (Communications Manager and Gillette Public Access).

MAJOR GOALS FOR FY 2017/2018:

- Complete Gillette Regional Water Project
- Promote Gillette/Campbell County as location for the Integrated Test Center for carbon research
- Coordinate Ice Sculpture Festival and Boo Fest with Gillette Main Street
- Continue hosting successful Donkey Creek Festival
- Continue Avenues of Art Sculpture On Loan Program for Mayor’s Art Council
- Provide high level efforts, in quality support, for the Council’s efforts in promoting energy development and tourism in NEWY

PERFORMANCE MEASURES:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
# of City Employees Managed (RFTE)	283.5	294.25	292	303.25	312	290	272
Staff: Population Ratio	1:107	1:104	1:105	1:106	1:104	1:108	1:112
# of Council Meetings Supported	100	68	70	65	74	76	76
# of Ordinances/Resolutions	44/45	49/45	64/37	42/43	37/58	18/28	20/32
# of GPA TV Programs Filmed & Events	400	358	330	398	368	311	320
# of Community Events Hosted	30	25	20	20	19	17	9

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
City Administrator	1	1	1	1	1	1	1
Senior Administrative Assistant	1	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	.5	.5	0	0	0	0
City Administration Office	4	4.5	4.5	4	4	4	4
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	0
Gillette Public Access	3	3	3	3	3	3	2
Total City Administration	7	7.5	7.5	7	7	7	6

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND						
Administration	Actual	Actual	Original	Adjusted	Requested	
001-10-02-413	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	417,279	406,001	402,464	422,464	402,464	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	-	-	3,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	155,725	179,702	193,626	189,489	190,981	
Subtotal Personnel Costs	\$ 573,004	\$ 585,703	\$ 596,090	\$ 614,953	\$ 593,445	
Contractual Services	14,423	18,161	13,680	13,680	13,680	
Materials and Supplies	132,849	79,691	69,500	69,500	69,400	
Subtotal Operating Costs	\$ 147,273	\$ 97,852	\$ 83,180	\$ 83,180	\$ 83,080	
Total Operating	\$ 720,276	\$ 683,555	\$ 679,270	\$ 698,133	\$ 676,525	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 720,276	\$ 683,555	\$ 679,270	\$ 698,133	\$ 676,525	

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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GENERAL FUND				Original	Adjusted	Requested
Public Access	Actual	Actual	Budget	Budget	Budget	Budget
001-10-03-419	2014-15	2015-16	2016-17	2016-17	2016-17	2017-18
Salaries	171,230	168,747	163,714	115,435	101,456	
Overtime	4,367	1,971	-	1,500	-	
Merit Pay Plan	-	-	-	2,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	81,276	76,344	75,992	39,062	32,022	
Subtotal Personnel Costs	\$ 256,873	\$ 247,062	\$ 239,706	\$ 157,997	\$ 133,478	
Contractual Services	1,272	927	-	960	960	
Materials and Supplies	45,732	25,746	18,892	122,432	24,670	
Subtotal Operating Costs	\$ 47,004	\$ 26,673	\$ 18,892	\$ 123,392	\$ 25,630	
Total Operating	\$ 303,877	\$ 273,734	\$ 258,598	\$ 281,389	\$ 159,108	
Total Capital	\$ 27,172	\$ 47,457	\$ 97,000	\$ -	\$ -	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 331,049	\$ 321,191	\$ 355,598	\$ 281,389	\$ 159,108	

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

Contractual Services - n/a

Materials and Supplies - n/a

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

FUND: General
UNIT: Special Projects



City of Gillette, Wyoming

DEPT: Administration
CODE: 1004

ACTIVITY DESCRIPTION:

The Special Projects budget is used to provide funding for those activities not budgeted elsewhere. Expenditures included in this year's Special Projects budget are contractual requirements for the Fire Board and the Land Board (Cam-Plex) as well as Campbell County Economic Development Corporation, the Gillette Main Street and the Northeast Wyoming Growth Alliance (Tri-Cities Project). Additionally, the second 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 and the Awards Banquet.

The fiscal year 2017/18 Special Projects budget of \$3,286,520 reflects a slight increase from the prior year budget.

GENERAL FUND

Special Projects 001-10-04-419	Actual 2014-15	Actual 2015-16	Original Budget 2016-17	Adjusted Budget 2016-17	Requested Budget 2017-18
FICA	2,572	2,301	-	-	-
Wellness Program	29,000	50,296	56,500	7,000	7,800
Employee Events ¹	122,494	57,184	16,700	16,700	15,000
Employee Recognition	12,473	9,917	15,000	-	-
Internal Services	86,418	247,010	64,950	64,950	-
St. Housing Bond Repayment	1,244,750	-	-	-	-
Buildings ²	2,234,695	3,216,324	-	105,125	162,427
Park Development	4,314,510	372,287	-	7,785	-
Principle/Interest ³	48,442	127,895	1,370,342	1,370,342	1,357,062
Joint Powers Cam-Plex ⁴	1,062,631	1,225,126	590,570	601,363	631,606
Joint Powers Fire Dept ⁵	1,467,738	2,485,805	880,305	4,101,369	1,143,234
Social Service Funding	189,809	752,744	-	-	-
Outside Agency Funding ⁶	361,215	5,699,554	190,000	7,378,165	186,000
General Community ⁷	64,294	1,363	20,000	20,000	20,000
Grant Funded Expenditures	120,764	-	-	-	-
Interfund Transfers	413,555	-	-	-	-
GRAND TOTAL	\$ 11,775,361	\$ 14,247,806	\$ 3,204,367	\$ 13,672,799	\$ 3,523,129

FY18 Budget Requests Include the Following:

¹ Awards Banquet \$15,000

² City West Remodel/Construction Phase II \$162,427

³ Debt Service for Gillette College Student Housing, Phase II \$1,308,620
Debt Service for Northland LID DWSRF \$48,442

⁴ Operating Contribution \$631,606

⁵ Operating Contribution \$1,117,494, Capital Outlay \$25,740

⁶ Includes \$120,000 for ECEDC, \$20,000 for Gillette Main Street,
\$46,000 for Northeast Wyoming Growth Alliance (Tri-Cities Project)

⁷ 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 2017/2018:

- To provide timely and accurate legal services to the Mayor, City Council and City of Gillette departments.
- Work on annexations for Antelope Valley, Crest View and various landlocked islands. Provide support to Development Services and Utilities.
- Represent City in Abatement actions throughout the community.
- Finalize Legal Representation regarding Madison, and protect City's interest in contract claims.
- Work with the contract attorney to manage an increase in the number of City court prosecutions.
- Support Council and City Administration
- Collect existing Local Improvement District debts and evaluate creation of new Districts for Winland and Interstate Industrial Subdivisions.

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
# of Council Meetings Supported	100	110	77	74	77	77	76
# of Council Executive Sessions Supported							30*
# of Ordinances/Resolutions City-Wide	45/35	37/43	26/50	27/40	33/43	20/32*	20/32*
Novus Items Prepared by City Attorney	60	46	68	56	54	60*	60*
Ordinances Prepared by City Attorney	13	15	15	8	10	11*	10*
City Code Chapters Updated by City Attorney	10	13	15	5	6	10*	10*
Case Preparation-City Court	497	498	444	434	485	500*	500*
% Increase In Case Prep From Previous Year	+28.5%	+1%*	-11%	-2.3%	11%	3%	0%

*Projected

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
City Attorney	1	1	1	2	2	2	2
Legal Services Specialist	1	1	1	1	1	1	1
Total City Attorney Office	2	2	2	3	3	3	3

GENERAL FUND						
City Attorney	Actual	Actual	Original	Adjusted	Requested	
001-15-15-411	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	261,685	321,642	303,467	303,467	277,709	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	-	-	3,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	98,697	119,831	118,024	115,938	108,452	
Subtotal Personnel Costs	\$ 360,381	\$ 441,473	\$ 421,491	\$ 422,405	\$ 386,161	
Contractual Services	36,730	51,178	50,520	50,520	50,520	
Materials and Supplies	15,590	11,360	12,225	12,225	18,850	
Subtotal Operating Costs	\$ 52,319	\$ 62,539	\$ 62,745	\$ 62,745	\$ 69,370	
Total Operating	\$ 412,700	\$ 504,011	\$ 484,236	\$ 485,150	\$ 455,531	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 412,700	\$ 504,011	\$ 484,236	\$ 485,150	\$ 455,531	

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 2017/2018:

- Continue revision & reformat of all City job descriptions for established positions
- Review City health benefits which support recommendations for calendar year 2018
- Focus on the management of the City Medical Fund and Retiree Health Benefit Plan & Trust

PERFORMANCE MEASURES:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
# of City Employees Managed	283.5	294.25	292	303.25	312	290	272
Staff: Employee Ratio	1:76	1:78	1:58	1:61	1:52	1:81	1:83

Human Resources:

HR Presentations to Council	5	4	6	2	2	13	12
# Open Enrollment Sessions	5	8	6	8	11	15	18
# Department Training Sessions Facilitated	36	40	17	7	20	17	5
# City Employees Trained	822	820	1,740	251	433	546	154
# New Positions Processed	4	11	0	0	0	6	0
# Interview Sessions Supported	328	200	230	230	219	375	89
# Employment Applications Received	1,002	1,002	1,787	1,006	1,112	1,181	861
# Wellness Sessions Held	12	20	9	14	12	11	14
# Wellness Program Participants	215/59*	225/65*	220/74*	210/74*	218/77*	193/93*	192/95*
# Personnel Evaluations Processed	275	270	280	285	291	278	287

*Employees/Spouses

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
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	1	1	1
Senior Administrative Specialist/Assistant	1.5	1.75	1.75	1	1	1	1
Recruiter	0	0	0	1	1	1	0
Total Human Resources Department	3.5	3.5	3.75	4	5	5	4

GENERAL FUND						
Human Resources	Actual	Actual	Original	Adjusted	Requested	
001-20-20-415	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	290,738	370,549	359,251	359,251	308,538	
Overtime	4,660	5,374	2,000	2,000	2,000	
Merit Pay Plan	-	-	-	4,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	130,341	171,508	184,760	174,827	167,171	
Subtotal Personnel Costs	\$ 425,738	\$ 547,431	\$ 546,011	\$ 540,078	\$ 477,709	
Contractual Services	61,536	45,395	31,300	31,300	31,300	
Materials and Supplies	35,109	38,164	32,900	32,900	29,555	
Subtotal Operating Costs	\$ 96,645	\$ 83,560	\$ 64,200	\$ 64,200	\$ 60,855	
Total Operating	\$ 522,383	\$ 630,991	\$ 610,211	\$ 604,278	\$ 538,564	
Total Capital	\$ 25,461	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 557,844	\$ 630,991	\$ 610,211	\$ 604,278	\$ 538,564	

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

Contractual Services - PD 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



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 2017/2018:

- Continue to improve and develop Safety programs.
- Provide educational and informative Safety training for City of Gillette employees throughout 2018.
- Focus on targeting our recurring safety incidents and the primary causes; direct training to prevent future like incidents.

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,250	31,411	30,467
# of City Employees Managed	283.5	294.25	292	303.25	312	290	272

Safety:

# Employee Related Safety Incidents					151	121	125
# of Safety Training Classes Offered	27	27	41	86	38	111	171

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Safety Manager	0	0	0	1	1	1	1

Total Safety Department

	0	0	0	0	1	1	1
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GENERAL FUND						
Safety	Actual	Actual	Original	Adjusted	Requested	
001-20-21-419	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	76,163	81,098	69,621	69,621	69,621	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	-	-	1,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	53,567	45,949	75,264	38,339	39,314	
Subtotal Personnel Costs	\$ 129,729	\$ 127,047	\$ 144,885	\$ 108,960	\$ 108,935	
Contractual Services	6,784	5,141	5,151	5,151	4,708	
Materials and Supplies	45,250	46,183	34,904	34,904	33,188	
Subtotal Operating Costs	\$ 52,035	\$ 51,324	\$ 40,055	\$ 40,055	\$ 37,896	
Total Operating	\$ 181,764	\$ 178,371	\$ 184,940	\$ 149,015	\$ 146,831	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 181,764	\$ 178,371	\$ 184,940	\$ 149,015	\$ 146,831	

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 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 2017/2018:

- Prepare the FY2018 Comprehensive Annual Financial Report
- 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:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
\$ of Cash and Investments (as of 6/30/xx)	\$107,352,201	\$130,645,069	\$157,479,265	\$193,708,169	\$195,849,575	\$184,000,000	\$115,000,000
# of Capital Assets (as of 6/30/xx)	2,840	3,039	3,160	3,389	3,549	3,720	3,890
\$ of Capital Assets (as of 6/30/xx)	\$332,549,460	\$347,325,081	\$370,779,924	\$458,241,026	\$469,673,427	\$560,000,000	\$585,000,000
# of Payroll Checks/Direct Deposits	8,350	8,877	8,400	9,225	8,383	8,300	8,300
# of Vendor Invoices Processed	20,277	19,621	17,225	17,709	17,665	15,000	15,000
\$ of State/Federal Grants	\$7,542,508	\$44,458,088	\$10,090,729	\$35,055,759	\$40,699,874	Unknown	Unknown

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
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	2.75	2	2
Grants Specialist	.75	.75	.75	.75	1	1	1
Total Finance	7.25	7.25	7.25	7.25	7.75	7	7

GENERAL FUND						
Finance	Actual	Actual	Original	Adjusted	Requested	
001-25-25-415	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	541,154	548,641	520,520	520,520	520,645	
Overtime	1,735	841	-	-	-	
Merit Pay Plan	-	-	-	7,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	237,372	227,386	217,903	198,127	200,122	
Subtotal Personnel Costs	\$ 780,261	\$ 776,869	\$ 738,423	\$ 725,647	\$ 720,767	
Contractual Services	92,439	94,080	89,920	89,920	89,720	
Materials and Supplies	31,297	35,022	27,435	27,435	20,985	
Subtotal Operating Costs	\$ 123,735	\$ 129,102	\$ 117,355	\$ 117,355	\$ 110,705	
Total Operating	\$ 903,997	\$ 905,971	\$ 855,778	\$ 843,002	\$ 831,472	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 903,997	\$ 905,971	\$ 855,778	\$ 843,002	\$ 831,472	

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



ACTIVITY DESCRIPTION:

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

MAJOR GOALS FOR FY 2016/2017:

- Southside Annexation of Crestview and Antelope Valley – Coordinate with Utilities and Public Works on account set up and services provided
- Assess meter reading routes to ensure maximum efficiency
- Continue cross training in all positions

PERFORMANCE MEASURES:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Meters Read	296,326	297,500	302,913	309,988	315,388	316,964	317,122
Utility Bills Processed	181,131	186,700	206,832	212,232	217,855	218,944	219,053
Payments Processed	172,213	175,916	176,714	177,096	182,408	183,320	183,412
Active Customers Served	15,405	15,691	15,804	15,916	16,120	17,000	17,123
Ratio: Staff to Active Customers Served	1:1622	1:1,652	1:1663	1:6755	1:7912	1:8888	2:103

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Utility Services Supervisor	1	1	1	1	1	1	1
Credit Manager	1	1	1	1	1	1	1
Billing Specialist	1	1	1	1	1	1	1
Account Service Specialist	4	4	4	4	4	3	3
Meter Reader	2	2	2	2	2	2	2
COE / Part-time Intern	.5	.5	.5	.5	.5	0	0

Total Customer Service Division	9.5	9.5	9.5	9.5	9.5	8.0	8.0
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GENERAL FUND					
Customer Service	Actual	Actual	Original	Adjusted	Requested
001-25-26-415	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	441,541	436,201	383,317	425,728	399,369
Overtime	1,299	7,196	2,000	2,000	1,000
Merit Pay Plan	-	-	-	8,000	-
On-Call Pay	-	-	-	-	-
Benefits	207,226	189,160	180,897	205,491	173,027
Subtotal Personnel Costs	\$ 650,065	\$ 632,557	\$ 566,214	\$ 641,219	\$ 573,396
Contractual Services	166,389	238,136	242,914	242,914	372,445
Materials and Supplies	171,207	142,952	143,895	143,895	26,916
Subtotal Operating Costs	\$ 337,596	\$ 381,088	\$ 386,809	\$ 386,809	\$ 399,361
Total Operating	\$ 987,661	\$ 1,013,645	\$ 953,023	\$ 1,028,028	\$ 972,757
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 987,661	\$ 1,013,645	\$ 953,023	\$ 1,028,028	\$ 972,757

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

Contractual Services - Postal Pros (Outsourcing bill print and mailing) \$115,500, Internal services \$74,499, Credit/Debit card fees \$166,000

Materials and Supplies - n/a

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



ACTIVITY DESCRIPTION:

The Purchasing and Warehouse Divisions will provide prompt and courteous service to all divisions within the City, contractors, vendors, and delivery personnel in accordance with City policies and procedures. The responsibilities of the Purchasing and Warehouse Divisions include assisting all divisions with purchasing, ordering, storing and distributing needed services and supplies and to advise Administration, City Council and other divisions on purchasing polices and warehouse issues.

MAJOR GOALS FOR FY 2017/2018:

- To ensure fair and courteous service to both internal and external customers
- To provide proper training to City staff and the public in the areas of purchasing and warehousing
- To provide clear guidelines on how the Purchasing and Warehouse Divisions will operate
- To look at ways to operate more efficiently and effectively within the Purchasing and Warehouse Divisions

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Inventory Value	\$3,610,355	\$3,267,000	\$3,462,368	\$3,547,155	\$3,538,000	\$4,187,030	\$4,100,000
# of Material Releases	11,225	10,112	n/a	n/a	n/a	n/a	n/a
# of Purchase Order Line Items	11,677	11,628	6,755	3,888	3,544	3,570	3500
# of Pick Tickets	n/a	n/a	4,472	4,038	4,027	4,240	4200

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Purchasing Manager	1	1	1	1	1	0	0
Purchasing/Warehouse	0	0	0	0	0	1	1
Purchasing Specialist	1	1	1	1	1	0	0
Warehouse Supervisor	1	0	0	0	0	0	0
Warehouse Specialist	1	2	2	2	2	2	2
Total Purchasing/Warehouse	4	4	4	4	4	3	3

GENERAL FUND						
Purchasing / Warehouse	Actual	Actual	Original	Adjusted	Requested	
001-25-27-415 / 603-25-28-415	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	223,989	222,873	148,883	148,883	148,887	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	-	-	3,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	95,466	96,231	78,779	72,557	73,255	
Subtotal Personnel Costs	\$ 319,455	\$ 319,104	\$ 227,662	\$ 224,440	\$ 222,142	
Contractual Services	8,277	8,382	7,260	7,260	6,460	
Materials and Supplies	114,729	112,910	162,156	162,156	153,627	
Subtotal Operating Costs	\$ 123,006	\$ 121,292	\$ 169,416	\$ 169,416	\$ 160,087	
Total Operating	\$ 442,461	\$ 440,396	\$ 397,078	\$ 393,856	\$ 382,229	
Total Capital	\$ -	\$ 257,076	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 442,461	\$ 697,471	\$ 397,078	\$ 393,856	\$ 382,229	

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 \$72,650, 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 2017/2018:

- Continue to look at ways to transfer risk away from the City, develop and administer strong risk management program/practices.
- Transfer all tracking of incidents and claims from Access database to Tyler Incident Management. Utilize Tyler Content Management to maintain and search incident and claim records.
- 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:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
Staff:Population Ratio	1:7,585	1:7,623	1:5,521	1:6,400	1:6,504	1:6,282	1:4,352
# of City Employees (RFTE)	283.5	294.25	292	303.25	312	290	272
Staff:Employee Ratio	1:71	1:74	1:53	1:61	1:62	1:97	1:97

Claims/Incidents:

# of Claims Submitted to WARM	19	20	18	17	16	18	17
# of Citizen Incidents Received	178	174	105	174	158	153	149
Citizen Incidents:Population Ratio	1:170	1:175	1:291	1:184	1:206	1:205	1:205

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Administrative Services Director	1	1	1	1	1	1	0
Sr. Administrative Assistant	1	1	1	1	1	1	1
Sustainability Coordinator	1	1	1	1	1	0	0
Administrative Specialist/Floater	0	0	.75	1	1	1	1
Management Analyst	0	0	1	1	1	0	0
Safety Manager	1	1	0	0	0	0	0
Interns	0	0	.8	0	0	0	0
Total Administrative Services	4	4	5.55	5	5	3	2

GENERAL FUND					
Admin. Services / Risk Management	Actual	Actual	Original	Adjusted	Requested
001-30-30-419	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	353,518	287,987	204,413	227,937	59,732
Overtime	2,395	475	500	500	100
Merit Pay Plan	-	-	-	3,000	-
On-Call Pay	-	-	-	-	-
Benefits	156,179	100,106	69,910	76,911	33,863
Subtotal Personnel Costs	\$ 512,093	\$ 388,568	\$ 274,823	\$ 308,348	\$ 93,695
Contractual Services	9,558	9,951	2,760	2,760	-
Materials and Supplies	280,544	278,636	236,311	236,311	220,392
Subtotal Operating Costs	\$ 290,102	\$ 288,587	\$ 239,071	\$ 239,071	\$ 220,392
Total Operating	\$ 802,195	\$ 677,155	\$ 513,894	\$ 547,419	\$ 314,087
Total Capital	\$ -				
Interfund Transfers	\$ 3,000	\$ 23,690	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 805,195	\$ 700,845	\$ 513,894	\$ 547,419	\$ 314,087

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 \$218,647

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



ACTIVITY DESCRIPTION:

The City Clerk's Division is responsible for recording the proceedings of the City Council, maintaining custody of all minutes, ordinances and resolutions of the governing body and the publication of these and other legal records. Staff is also responsible for maintaining all City records in accordance with applicable state statutes in a Records Retention program. This division handles a variety of licensing and permitting requests as specified in the City Code, including the City's current 55 liquor licenses renewed for the 2017/2018 licensing period. This office also oversees the Senior/Disability Utility Discount program. The City Council approved an additional discount quarterly program that will include disabled Veterans and those over the age of 65 whose circumstances have changed in the current year and that do not qualify for the annual program.

The Clerk's Office receipts in a large portion of the City's incoming cash and therefore must maintain accuracy while receipting into the appropriate revenue accounts. General Billing and petty cash is maintained in the Clerk's office. Staff also answers the City's main switchboard with an average of 25 phone calls per day. The difference between last year's phone call numbers and this year is a result of two (2) less phone lines (Print Shop and the Admin Specialist), and the new automated service that answers the central switchboard number and diverts calls for Customer Service to that division.

MAJOR GOALS FOR FY 2017/2018:

- To continue with the scanning of vault files for retrieval by other divisions into TCM scanning software.
- To ensure cross training of Clerk's staff to ensure there is no disruption in service to citizens/employees.
- To train the floater on various duties in the Clerk's office for additional coverage opportunities.
- To find more cost effective ways for the day-to-day operations.

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
Staff:Population Ratio	1:8,091	1:8,131	1:8,172	1:8,533	1:8,672	1:15,706	1:15,234
# of City Employees (RFTE)	283.5	294.25	292	303.25	312	290	272
Staff:Employee Ratio	1:76	1:76	1:78	1:81	1:83	1:145	1:136
# of Telephone Calls Received	19,000	20,375	18,711	19,362	20,343	14,794	9,070
Staff:Caller Ratio	1:5,067	1:5,433	1:4,990	1:5,163	1:5,425	1:7,397	1:4,535
# of Minutes Published	86	75	65	77	77	76	76
# of Ordinances Passed & Published	36	37	42	37	33	20	20
# of Resolutions Passed	50	43	43	56	43	32	32
# of Senior Applications Processed	220	188	214	219	199	205	205
# of Liquor Licenses Renewed	42	40	48	49	55	53	55

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
City Clerk	1	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	1	1
Administrative Specialist	.75	.75	.75	.75	.75	0	0
Printing Specialist	1	1	1	1	1	0	0
Total City Clerk	3.75	3.75	3.75	3.75	3.75	2.00	2.00

GENERAL FUND						
City Clerk	Actual	Actual	Original	Adjusted	Requested	
001-30-31-419	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	222,218	202,127	134,535	134,535	134,535	
Overtime	-	307	500	500	100	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	2,000	-	
Benefits	95,867	91,351	67,011	61,353	62,168	
Subtotal Personnel Costs	\$ 318,085	\$ 293,785	\$ 202,046	\$ 198,388	\$ 196,803	
Contractual Services	27,154	11,672	24,420	24,420	7,060	
Materials and Supplies	194,908	177,546	154,320	154,320	113,105	
Subtotal Operating Costs	\$ 222,062	\$ 189,218	\$ 178,740	\$ 178,740	\$ 120,165	
Total Operating	\$ 540,146	\$ 483,003	\$ 380,786	\$ 377,128	\$ 316,968	
Total Capital	\$ 23,616	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 563,762	\$ 483,003	\$ 380,786	\$ 377,128	\$ 316,968	

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 \$26,120, Legal advertising \$54,000

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 700 Bench Warrants/OTSC (Order to Show Cause) were prepared in 2016. The number of 18-20 year-olds placed on probation with alcohol related offenses increased in 2016 by 254% to 33 cases. A total of 167 youth were reviewed for eligibility in the Juvenile Diversion, Teen Intervention, and Early Age Intervention programs in 2016. The Court Clerk/Judicial Manager also oversees two Juvenile Probation Officers and one Diversion Officer that are housed at the County, yet funded by the City.

MAJOR GOALS FOR FY 2017/2018:

- To develop a system to prepare paperwork on computer, enter information into system and provide Defendant with copy of paperwork during Court proceedings.
- To continue cross training of Municipal Court's staff to ensure prompt customer service to all employees and customers.
- To track and conserve resources by working towards an overall 10 days of supervision per UA (Urine Analysis) on substance abuse cases ordered random UA's.
- To 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:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
Staff:Population Ratio	1:5,057	1:5,082	1:3,605	1:3,765	1:3,826	1:4,188	1:4,352
# of City Employees (RTFE)	283.5	294.25	292	303.25	312	290	272
Staff:Employee Ratio	1:47	1:35	1:34	1:36	1:36	1:39	1:39
Municipal Court							
# of Customers Served	18,000	18,500	22,561	21,736	24,231	24,466	21,338
Customers Served:Population Ratio	1:3,000	1:2,176	1:2,654	1:2,557	1:2,769	1:3,262	1:3,048
# of Citations Entered	5,400	5,208	4,528	3,526	4,059	4,398	3,637
Citation Entered:Population Ratio	1:900	1:613	1:533	1:415	1:463	1:586	1:520
# of Pre-Court Payments Received	2,700	2,785	2,210	1,632	2,100	2,261	1,722
# of Court Cases	300	517	534	512	507	567	494
# of Parking Tickets Entered	3,100	3,994	3,504	1,932	2,394	2,256	2,090
Parking Tickets Entered: Population Ratio	1:517	1:470	1:412	1:227	1:274	1:301	1:298
Juvenile Probation							
# of Juveniles Placed in Youth Intervention Track (YIT)	14	18	14	5	3	8	9
# of Juveniles Placed on Probation	116	85	113	62	94	141	148
Diversion							
# of Juveniles Placed on Diversion	n/a	104	111	93	90	130	95
STAFFING:							
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
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	2	2	2	2	1	1
Municipal Court Judges	2	2	2	2	2	2	2
Administrative Specialist	0	.5	.5	.5	.5	.5	0
Total City Municipal Court Office	6	8.5	8.5	8.5	8.5	7.5	7

*2016/2017 staffing as originally budgeted. Staffing reduced by a half-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND						
Judicial	Actual	Actual	Original	Adjusted	Requested	
001-30-32-412	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	390,984	406,735	353,920	335,816	333,192	
Overtime	940	347	500	500	300	
Merit Pay Plan	-	-	-	5,000	-	
On-Call Pay	4,654	4,638	3,000	3,000	3,000	
Benefits	156,539	168,550	155,946	146,321	140,851	
Subtotal Personnel Costs	\$ 553,117	\$ 580,269	\$ 513,366	\$ 490,637	\$ 477,343	
Contractual Services	187,675	183,769	165,758	165,758	148,571	
Materials and Supplies	11,787	10,001	8,922	8,922	5,550	
Subtotal Operating Costs	\$ 199,462	\$ 193,770	\$ 174,680	\$ 174,680	\$ 154,121	
Total Operating	\$ 752,579	\$ 774,039	\$ 688,046	\$ 665,317	\$ 631,464	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 752,579	\$ 774,039	\$ 688,046	\$ 665,317	\$ 631,464	

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 \$52,500, Contracted labor through the County for Administrative Support, Community Services Supervisor, \$72,131

Materials and Supplies - n/a

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



ACTIVITY DESCRIPTION:

The Facilities Maintenance staff services assigned City facilities, performing duties such as HVAC maintenance, electrical, plumbing, drywall, and other general maintenance work. The maintenance staff oversees contractors during projects and maintenance work as well. The staff maintains approximately 206,525 total square feet. Facilities maintenance staff also performs snow removal around the City Hall facility and the four adjacent parking lots.

There are five custodians that clean approximately 95,711 square feet (this has been increased by 3,437 sq. ft. due to the City West remodel in FY16). This ensures all of these areas are clean and ready for the next meeting or training session. In addition, they provide meeting room set up and tear down. They also supply coffee and water for meetings, conferences and training sessions. The custodial staff works Monday – Friday with varying schedules.

MAJOR GOALS FOR FY 2017/2018:

- To provide a proactive building maintenance approach through the PM Work Order system.
- To monitor and improve the efficiency of the City Hall HVAC system.
- To move forward with LED lighting throughout City Hall and City West.
- To be innovative with ideas of sustainability, such as LED lighting and waterless urinals.

PERFORMANCE MEASURES:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
Staff: Population Ratio	1:3,371	1:3,388	1:3,405	1:3,556	1:3,613	1:3,926	1:4,352
# of City Employees (RFTE)	282.5	294.25	292	303.25	312	290	272
Staff: Employee Ratio	1:32	1:33	1:32	1:34	1:35	1:36	1:38
Avg # of Work Order Requests Per Year	491	551	551	566	606	606	649
Amount of Square Footage Maintained	169,856	169,856	206,525	206,525	206,525	206,525	206,525
Maintenance Staff: Square Footage Ratio	1:84,928	1:84,928	1:103,263	1:103,263	1:103,263	1:103,263	1:103,263
Amount of Square Footage Cleaned	92,154	92,154	92,274	92,274	92,274	95,711	95,711
Custodial Staff: Square Footage Ratio	1:13,165	1:13,165	1:13,182	1:13,182	1:13,182	1:13,673	1:19,142

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
Facilities Maintenance Manager	1	1	1	1	1	1	1
Facilities Maintenance Technician	1	1	1	1	1	1	1
Facilities Maintenance	2	2	2	2	2	2	2
Custodians	7	7	7	7	7	6	5
Custodians	7	7	7	7	7	6	5
Total Facilities Maintenance Division	9	9	9	9	9	8	7

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016-2017 through the budget amendment process.

GENERAL FUND				Original	Adjusted	Requested
Facilities Maintenance (City Hall/City West)	Actual	Actual		Budget	Budget	Budget
001-30-33-419 / 601-30-39-419	2014-15	2015-16		2016-17	2016-17	2017-18
Salaries	429,630	426,515		365,033	340,663	330,990
Overtime	3,150	2,552		4,000	4,000	2,000
Merit Pay Plan	-	-		-	6,000	-
On-Call Pay	7,946	4,806		2,250	2,250	2,250
Benefits	225,065	236,598		212,604	182,575	182,640
Subtotal Personnel Costs	\$ 665,792	\$ 670,471	\$	\$ 583,887	\$ 535,488	\$ 517,880
Contractual Services	8,785	7,220		7,760	7,760	12,560
Materials and Supplies	840,914	846,614		805,064	902,650	760,086
Subtotal Operating Costs	\$ 849,699	\$ 853,834	\$	\$ 812,824	\$ 910,410	\$ 772,646
Total Operating	\$ 1,515,491	\$ 1,524,306	\$	\$ 1,396,711	\$ 1,445,898	\$ 1,290,526
Total Capital	\$ 185,329	\$ -	\$	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,700,820	\$ 1,524,306	\$	\$ 1,396,711	\$ 1,445,898	\$ 1,290,526

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 \$225,000, Service agreements \$109,061, Repair/Replacement of HVAC Equipment \$35,000, Utilities (including Heated Storage Bldg) \$228,500, Natural gas \$52,889, Custodial supplies \$36,000, Insurance \$36,178

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



ACTIVITY DESCRIPTION:

The Information Technology Division provides technical support services to all departments and divisions within the City including the Mayor and Council. Staff provides software and hardware support for the Tyler/Munis Software, servers, telephone services, security systems, personal computers, printers, scanners, copiers, Internet/Intranet/Extranet, as well as other technical equipment. The division also tracks and monitors software licensing.

The IT staff provides technical leadership to guide City divisions in their software and hardware purchases including management of the computer/technology replacement program. Staff provides ongoing computer and software training, including training for new hires. The staff provides assistance with the design, maintenance and installation of the outside plant fiber optic system and supports the mobile technology network.

MAJOR GOALS FOR FY 2017/2018:

- Support new and existing ways to utilize the Tyler/Munis enterprise software organization wide.
- Continue connecting metering points for the regional water project.
- Implement creative storage and application solutions to support our customers while operating in a constrained fiscal environment.

PERFORMANCE MEASURES:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
Staff:Population Ratio	1:3,371	1:3,388	1:3,405	1:3,556	1:3,613	1:3,926	1:4,352
# of City Employees (RFTE)	283.5	294	292	303.25	312	290	272
Staff:Employee Ratio	1:32	1:33	1:32	1:34	1:35	1:36	1:39
# Pieces of Equipment	974	994	994	1,066	1,148	1,514	1,349
IT Staff:Equipment Ratio	1:108	1:110	1:110	1:118	1:128	1:189	1:193
# of Work Orders	6,359	6,048	6,048	4,861	2,332	3,686	5,239
IT Staff:Work Order Ratio	1:707	1:672	1:672	1:540	1:259	1:460	1:748
Phone Calls	28,774	26,321	26,321	25,776	23,303	17,748	9,850
IT Staff:Phone Call Ratio	1:3,197	1:2,925	1:2,925	1:2,864	1:2,589	1:2,219	1:1,407

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
Information Technology Manager	1	1	1	1	1	1	1
Senior Systems Analyst	1	1	1	1	1	1	1
Systems Analyst	4	4	3	3	3	2	2
Network Administrator	1	2	2	2	1	1	1
Network Analyst	1	0	1	1	2	2	2
Information Technology Support Technician	1	1	1	1	1	1	0
Total Information Technology	9	9	9	9	9	8	7

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND					
Information Technology	Actual	Actual	Original	Adjusted	Requested
001-30-34-419	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	644,700	591,393	520,920	520,920	452,633
Overtime	10,798	9,446	12,000	12,000	10,000
Merit Pay Plan	-	-	-	7,000	-
On-Call Pay	25,339	26,084	13,000	13,000	13,000
Benefits	268,496	274,198	258,526	238,989	218,312
Subtotal Personnel Costs	\$ 949,333	\$ 901,122	\$ 804,446	\$ 791,909	\$ 693,945
Contractual Services	865,575	894,490	893,494	893,494	1,033,160
Materials and Supplies	63,436	51,982	57,799	57,799	40,199
Subtotal Operating Costs	\$ 929,011	\$ 946,472	\$ 951,293	\$ 951,293	\$ 1,073,359
Total Operating	\$ 1,878,344	\$ 1,847,594	\$ 1,755,739	\$ 1,743,202	\$ 1,767,304
Total Capital	\$ 755,487	\$ 435,128	\$ 15,000	\$ 165,000	\$ 15,000
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 2,633,830	\$ 2,282,722	\$ 1,770,739	\$ 1,908,202	\$ 1,782,304

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 \$1,018,592

Materials and Supplies - n/a

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



ACTIVITY DESCRIPTION:

The City's GIS Division provides proactive support and assistance in terms of both technology and staff, to acquire, convert, integrate, maintain, document, analyze, coordinate, and distribute geographic information. GIS and GIS-based technologies are utilized to improve analysis and decision-making, which in turn, improves the services offered to internal and external customers. GIS staff provides significant support services to all Enterprise Fund and General Fund Divisions. They also offer services to numerous outside entities including civic groups, County entities including the Fire Department and private citizens.

MAJOR GOALS FOR FY 2017/2018:

- To take a lead role in City-wide application software integration.
- To create a new release of our downloadable data that fully reflects the latest database structures, new datasets and CAD standards.
- To make at least two presentations to outside entities highlighting the value of GIS.
- To expand our library of task specific web applications being used across the organization.
- To provide at least twelve training sessions on the use of GIS data integration and Web based solutions.
- To create and maintain complete and accurate metadata for all GIS data layers.

PERFORMANCE MEASURES:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
Staff: Population Ratio	1:5,057	1:5,082	1:5,108	1:5333	1:5420	1:5235	1:6093
# of City Employees (RFTE)	283.5	294.25	292	303.25	312	290	272
Staff: Employee Ratio	1:47	1:49	1:48	1:50	1:50	1:48	1:54
*Data Collected on Calendar Year	*2011	*2012	*2013	*2014	*2015	*2016	*2017
Area of City (sq. mi.)	19.60	19.67	20.87	21.12	21.65	21.69	21.71
# Fire Hydrants	2,150	2,221	2,252	2,275	2,285	2310	2321
# Water Valves	5,945	6,839	7,104	7,150	7,463	7,819	7947
Water lines (mi.)	281.0	319.8	331.1	350	381	379.17	396.9
# Sewer Manholes	4,024	4,014	4,047	4,075	4,085	4,119	4,182
Sewer lines (mi.)	186.0	195.3	196.9	200	205.6	199	202
# Address points	17,877	18,970	18,973	19,000	21,256	21,374	21,364
# Parcels	12,717	12,870	12,893	13,000	12,819	13,692	13,965
# GPS Collection Points	46,016	49,176	51,487	55,000	56,000	2,786	58,230
STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
GIS Manager	1	1	1	1	1	1	1
Senior GIS Analyst	0	0	0	1	1	1	1
GIS Analyst	0	0	0	0	0	0	0
Senior GIS Specialist	2	2	2	1	1	1	2
GIS Specialist	3	3	3	3	3	3	1
Total GIS	6	6	6	6	6	6	5

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND					
Geographical Information Systems	Actual	Actual	Original	Adjusted	Requested
001-30-35-419	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	415,828	421,370	410,258	356,947	356,947
Overtime	-	-	-	-	-
Merit Pay Plan	-	-	-	5,000	-
On-Call Pay	-	-	-	-	-
Benefits	187,901	204,976	202,532	163,782	164,766
Subtotal Personnel Costs	\$ 603,729	\$ 626,346	\$ 612,790	\$ 525,729	\$ 521,713
Contractual Services	46,260	51,869	13,744	64,304	64,283
Materials and Supplies	28,417	15,104	15,100	15,100	16,677
Subtotal Operating Costs	\$ 74,677	\$ 66,973	\$ 28,844	\$ 79,404	\$ 80,960
Total Operating	\$ 678,406	\$ 693,319	\$ 641,634	\$ 605,133	\$ 602,673
Total Capital	\$ -	\$ 43,614	\$ -	\$ -	\$ -
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 678,406	\$ 736,933	\$ 641,634	\$ 605,133	\$ 602,673

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

Contractual Services - Aerial photography \$58,434

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 2017/2018:

- Research and implement a social media presence such as Facebook that is Gillette Police Department specific and includes policy development and administration of the site(s).
- Continue to recruit, hire and train new staff consistent with staffing levels identified and approved, to prepare for potential annexations.

PERFORMANCE MEASURES:	2010	2011	2012	2013	2014	2015	2016
Population Served	29,750	30,340	30,646	32,000	32,520	31,411	30,467
Service Area of City (square miles)	19.22	19.6	19.7	20.87	21.66	21.69	21.71
Number of Sworn Staff	55	55	55	56	57	55	55
Number of Sworn Staff per Capita	1.85	1.81	1.80	1.75	1.75	1.75	1.80
Total Calls for Service	34,458*	34,738*	35,536*	33,542*	36,433*	37,005*	31,884*
Number of Part I/II Crimes	4,184	4,293	5,093	4,385	4,374	4,150	3,657
Total Number of Traffic Crashes	1,486	1,442	1,247	1,267	1,354	1,332	1,114
Total Number of Crash Related Injuries	184	167	252	206	265	267	200

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

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
Chief of Police	1	1	1	1	1	1	1
Deputy Chief of Police	1	1	1	0	0	0	0
Police Lieutenant	2	2	2	2	2	2	2
Police Sergeant	5	5	5	6	6	6	5
Police Corporal	6	6	6	6	6	5	5
Police Officer	40	40	40	41	42	39	39
Technical Services Manager	1	1	1	1	1	1	0
Personnel Services Coordinator	1	1	0	0	0	0	0
Community Service Officer	3	3	3	3	3	3	2
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	4	4
Intern	1.5	2.5	1	1	1	0	0
Total Police Department	69.5	70.5	68	69	70	64	61

*2016/2017 staffing as originally budgeted. Staffing reduced by 2 full-time positions during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND					
Police	Actual	Actual	Original	Adjusted	Requested
001-40-40-421	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	4,138,243	4,258,613	4,070,296	3,947,747	3,799,460
Overtime	277,600	239,792	335,000	335,000	244,300
Merit Pay Plan	-	-	-	61,000	-
On-Call Pay	22,886	22,232	12,500	12,500	12,500
Benefits	2,036,866	2,132,733	2,085,863	1,869,575	1,987,931
Subtotal Personnel Costs	\$ 6,475,594	\$ 6,653,370	\$ 6,503,659	\$ 6,225,822	\$ 6,044,191
Contractual Services	114,498	99,708	113,480	113,480	112,810
Materials and Supplies	903,536	840,957	802,348	839,442	696,383
Subtotal Operating Costs	\$ 1,018,034	\$ 940,664	\$ 915,828	\$ 952,922	\$ 809,193
Total Operating	\$ 7,493,629	\$ 7,594,034	\$ 7,419,487	\$ 7,178,744	\$ 6,853,384
Total Capital	\$ 26,036	\$ 90,477	\$ -	\$ 60,928	\$ -
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 7,519,665	\$ 7,684,511	\$ 7,419,487	\$ 7,239,672	\$ 6,853,384

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 \$205,000, Vehicle replacement \$190,423, Gasoline \$91,000, Firearms supplies, animal care, investigative supplies, patrol supplies, Special Operations supplies \$68,000

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 2017/2018:

- Complete the Spillman server migration from Munis to Microsoft
- Research and develop formulized alarm tracking procedures
- Research and develop systems for the tracking of employee training and procedural updates

PERFORMANCE MEASURES:

	2010	2011	2012	2013	2014	2015	2016
Population	29,750	30,340	30,646	32,000	32,520	31,411	30,467
Total Calls Received in the Center	83,609	104,538	102,923	85,501	95,915	85,743	58,704*
Total Calls for Service Dispatched	34,458**	34,738**	35,536**	33,542**	36,433**	37,005**	31,884
Number of Staff	9	9	9	9	9	9	10
Staff to Total Calls Ratio	1:9,290	1:11,615	1:11,436	1:9,500	1:10,657	1:9,527	1:5,870

* New software and hardware installed in June 2016. Call logger was malfunctioning so totals are not accurate.

** These numbers do not include traffic stops/citations.

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

STAFFING:

	20011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Police Communications Coordinator	1	1	1	0	0	0	0
Police Communications Technician	8	8	8	8	10.5	10	10
Police Communications Supervisor	0	0	0	1	1	1	1
Total Dispatch	9	9	9	9	11.5	11	11

GENERAL FUND					
Dispatch	Actual	Actual	Original	Adjusted	Requested
001-40-41-421	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	533,407	560,024	620,160	620,160	594,491
Overtime	39,894	39,471	31,500	31,500	40,000
Merit Pay Plan	-	-	-	11,000	-
On-Call Pay	-	-	-	-	-
Benefits	250,567	268,949	305,538	283,705	324,530
Subtotal Personnel Costs	\$ 823,868	\$ 868,444	\$ 957,198	\$ 946,365	\$ 959,021
Contractual Services	964	955	960	960	960
Materials and Supplies	16,322	6,943	9,500	9,500	15,500
Subtotal Operating Costs	\$ 17,286	\$ 7,899	\$ 10,460	\$ 10,460	\$ 16,460
Total Operating	\$ 841,153	\$ 876,343	\$ 967,658	\$ 956,825	\$ 975,481
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 841,153	\$ 876,343	\$ 967,658	\$ 956,825	\$ 975,481

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

Contractual Services - 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 2017/2018:

- 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:

	2010	2011	2012	2013	2014	2015	2016
Crime Victims Served	1,068	1,079	2,146	1,808	2,243	1,334	1,579
# of Officer Requests for Service	103	91	93	229	189	113	64
Volunteer Hours	1,601	1,728	1,755	4,174	5,039	3,857	2,478
# of Active Volunteers	22	24	24	17	12	9	7
Volunteers Recruited	8	5	12	11	3	1	1
Number of Restitution Orders	61	117	117	154	294	432	313
Number of Returned Surveys	99	22	12	5	9	9	23

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

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Victim Services Director	1	1	1	1	1	1	1
Victim Service Specialists	1	1	1	2	2	1	1
Total Victim Services	2	2	2	3	3	2	2

GENERAL FUND						
Victim Services	Actual	Actual	Original	Adjusted	Requested	
001-40-42-421	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	87,426	92,889	93,249	93,249	94,516	
Overtime	853	245	500	500	500	
Merit Pay Plan	-	-	-	2,000	-	
On-Call Pay	3,343	3,927	1,750	7,105	7,105	
Benefits	37,335	44,056	52,316	50,551	59,459	
Subtotal Personnel Costs	\$ 128,957	\$ 141,117	\$ 147,815	\$ 153,405	\$ 161,580	
Contractual Services	1,383	1,456	1,500	1,500	1,500	
Materials and Supplies	2,093	1,455	14,800	17,686	15,484	
Subtotal Operating Costs	\$ 3,476	\$ 2,911	\$ 16,300	\$ 19,186	\$ 16,984	
Total Operating	\$ 132,433	\$ 144,028	\$ 164,115	\$ 172,591	\$ 178,564	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 132,433	\$ 144,028	\$ 164,115	\$ 172,591	\$ 178,564	

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 2017/2018:

- Continue to evaluate Animal Control/Animal Shelter staffing levels.
- Continue to implement new strategies and practices to increase adoptions.
- Continue training for shelter staff to maintain National Animal Shelter Assistant Certification.
- Paint and apply non-slip floor coating to kennels and rabies room at Shelter (this will be partially paid through donations)

PERFORMANCE MEASURES:

	2010	2011	2012	2013	2014	2015	2016
Population Served	29,750	30,340	30,646	32,000	32,520	31,411	30,467
Service Area of City (square miles)	19.22	19.6	19.7	20.87	21.66	21.69	21.71
Total Calls for Service Handled	5,233	5,281	5,142	4,235	5,472	5,559	3,607
Total Number of City Animals Handled	2,561	2,345	2,475	2,303	1,602	2,069	1,763
Total Number of Running at Large Animals Impounded	1,507	1,332	1,439	1,381	1,263	1,230	1,553
Total Animals Handled at Shelter *	3,836	3,346	3,538	3,275	3,155	2,992	2,455
Total Animals Adopted *	766	714	929	713	846	760	679

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

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
Animal Control Supervisor	1	1	1	1	1	1	1
Animal Control Officers	4	4	3	3	3	3	3
Animal Shelter Assistant	1	1	2	3	3	3	2
Total Animal Control	6	6	6	7	7	7	6

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND				Original	Adjusted	Requested
Animal Control / Animal Shelter	Actual	Actual	Budget	Budget	Budget	Budget
001-40-44-429 / 001-40-45-429	2014-15	2015-16	2016-17	2016-17	2016-17	2017-18
Salaries	300,308	328,879	319,574	290,050	272,544	
Overtime	2,378	1,856	5,200	5,200	4,700	
Merit Pay Plan	-	-	-	6,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	155,324	190,797	197,100	178,087	153,993	
Subtotal Personnel Costs	\$ 458,010	\$ 521,532	\$ 521,874	\$ 479,337	\$ 431,237	
Contractual Services	41,418	30,103	50,260	50,260	52,180	
Materials and Supplies	59,428	63,599	79,883	99,123	63,700	
Subtotal Operating Costs	\$ 100,845	\$ 93,702	\$ 130,143	\$ 149,383	\$ 115,880	
Total Operating	\$ 558,855	\$ 615,235	\$ 652,017	\$ 628,720	\$ 547,117	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 558,855	\$ 615,235	\$ 652,017	\$ 628,720	\$ 547,117	

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

Contractual Services - Spay/Neuter program vouchers \$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, ball fields and facilities, residential and commercial trash service, curbside yard waste pickup, and contracted blue bag recycling program. The Senior Administrative Assistant and the Administrative Assistant 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 2017/2018:

- 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 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, including a growth management plan for the city.
- To facilitate a Solid Waste Cost of Service and Operations Study, and implement recommendations.
- To facilitate with the recycling contractor to manage the City's Blue Bag Recycling Program.

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
# of Public Works Employees Managed (RFTE)	40	40	40	41	41	42	37
Staff: Population Ratio	1:758	1:762	1:766	1:781	1:793	1:747	1:823
# of Incident Management Requests: (Citizen Requests)	0	0	0	475	1,174	1,322	1,400

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
Public Works Director	1	1	1	1	1	1	1
Public Works Operations Manager	0	0	1	1	1	0	0
Senior Administrative Assistant	1	1	1	1	1	1	1
Administrative Assistant	1	2	2	2	2	2	1
Total Public Works Administration	3	4	5	5	5	4	3

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND						
Public Works Administration	Actual	Actual	Original	Adjusted	Requested	
001-50-50-419	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	369,337	337,908	280,198	237,667	232,649	
Overtime	1,000	1,691	2,000	2,000	2,000	
Merit Pay Plan	-	-	-	3,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	179,994	180,802	152,984	136,316	122,442	
Subtotal Personnel Costs	\$ 550,332	\$ 520,400	\$ 435,182	\$ 378,983	\$ 357,091	
Contractual Services	24,689	20,519	16,909	16,909	19,307	
Materials and Supplies	30,610	10,594	13,795	18,861	13,795	
Subtotal Operating Costs	\$ 55,299	\$ 31,113	\$ 30,704	\$ 35,770	\$ 33,102	
Total Operating	\$ 605,631	\$ 551,513	\$ 465,886	\$ 414,753	\$ 390,193	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 605,631	\$ 551,513	\$ 465,886	\$ 414,753	\$ 390,193	

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 positively impact 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. The Parks Division also performs landscape inspections to determine compliance with the City of Gillette Landscape Ordinance, completes pathways snow removal and maintenance, and installs trees and bench for the memorial program.

MAJOR GOALS FOR FY 2017/2018:

- 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 Department 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 Rotary Point playground project: Remove old equipment and sand and replace with new equipment and engineered wood fiber.
- Complete playground repairs in: Westridge, Northland Village, Lion Winland, Sunburst, Heritage, Sierra Glen, Dalbey, Sagebluffs, Overlook, City Park, Hidden Valley parks.

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Developed Parks	34	36	37	38	38	38	38
Developed Park Acres	228	210	229	661.11	661.11	661.11	661.11
Undeveloped Acres	740	740	535	157.35	157.35	157.35	157.35
Pathway Miles	89.6	61	65	48.92	52.2	53.7	55

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Parks Manager	1	1	1	1	1	1	1
Parks Crew Lead	0	1	1	0	0	0	0
Public Works Senior Operators	0	0	0	0	0	0	0
Park Services Worker/Public Works Operators	6	8	7	9	9	7	7
Summer/Seasonal Workers	Budgeted in Contract Labor	27	31	34	34	21	30
Total Parks Division	35	35	41	44	44	29	38

GENERAL FUND						
Parks & Landscaping	Actual	Actual	Original	Adjusted	Requested	
001-50-51-452	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	637,132	657,302	554,116	591,815	689,217	
Overtime	67,497	38,733	34,000	34,000	34,000	
Merit Pay Plan	-	-	-	8,000	-	
On-Call Pay	14,576	12,173	7,500	7,500	7,500	
Benefits	267,243	289,290	248,293	239,931	264,519	
Subtotal Personnel Costs	\$ 986,449	\$ 997,499	\$ 843,909	\$ 881,246	\$ 995,236	
Contractual Services	149,637	146,772	92,164	98,543	96,939	
Materials and Supplies	823,110	790,536	685,435	713,435	731,611	
Subtotal Operating Costs	\$ 972,747	\$ 937,308	\$ 777,599	\$ 811,978	\$ 828,550	
Total Operating	\$ 1,959,196	\$ 1,934,807	\$ 1,621,508	\$ 1,693,224	\$ 1,823,786	
Total Capital	\$ 28,532	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 1,987,728	\$ 1,934,807	\$ 1,621,508	\$ 1,693,224	\$ 1,823,786	

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 \$38,331

Materials and Supplies - Vehicle maintenance \$115,000, Vehicle replacement \$100,886, Utilities \$352,000, Gasoline \$26,000, Annuals, perennials, mosquito abatement \$60,000

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 2017/2018:

- Receive Tree City USA designation for the 25th consecutive year.
- Repair and/or replace storm damaged trees.
- Chip branches as needed.
- Continue to update City tree inventory.
- Respond to requests from the public for consultations regarding tree and shrub issues.
- Implement Forestry Management Plan.
- Improve understanding of the relationship between forest configuration and benefits.
- Increase the percentage of tree canopy cover throughout the City.
- Create a sustainable urban forest with maintenance of ecological, social and economic functions and benefits over time.

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Trees Trimmed	170	**1,997	***2575	282	325	618	450
Trees Removed	150	193	227	159	175	205	160
Stumps Ground	150	161	105	149	155	155	145
Trees Planted	150	68	1028	379	275	112	150
Trees Transplanted	15	61	54	15	30	17	15
Public Consultations	20	63	98	90	95	90	90
Christmas Trees Chipped (Tons)	4.5	6	9	15	15	7	7

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

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Arborist	1	1	1	1	1	1	1
Public Works Operator	1	1	1	1	1	1	1
Seasonal Worker	2	3	3	3	3	0	0
Total Forestry Division	4	5	5	5	5	2	2

GENERAL FUND						
Forestry	Actual	Actual	Original	Adjusted	Requested	
001-50-53-452	2014-15	2015-16	Budget	Budget	Budget	2017-18
			2016-17	2016-17		
Salaries	104,787	106,114	84,449	84,449		88,110
Overtime	6,282	6,099	6,000	6,000		6,000
Merit Pay Plan	-	-	-	2,000		-
On-Call Pay	2,085	3,974	1,250	1,250		1,250
Benefits	50,405	57,384	53,201	51,049		52,334
Subtotal Personnel Costs	\$ 163,559	\$ 173,571	\$ 144,900	\$ 144,748		\$ 147,694
Contractual Services	143,288	185,385	6,500	202,620		6,500
Materials and Supplies	82,785	44,741	50,145	50,145		52,280
Subtotal Operating Costs	\$ 226,073	\$ 230,126	\$ 56,645	\$ 252,765		\$ 58,780
Total Operating	\$ 389,632	\$ 403,697	\$ 201,545	\$ 397,513		\$ 206,474
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 389,632	\$ 403,697	\$ 201,545	\$ 397,513		\$ 206,474

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 Streets Division is responsible for maintenance and operation of the City’s streets, street right-of-ways (ROW’S), and stormwater transference and conveyance system on both publicly owned land 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 division assists the Mayor’s Art Council with the Avenue of Art statue placement. The division also completes the City-wide Community Drive and Drop event and provides support for many diverse City activities and support to other City departments.

MAJOR GOALS FOR FY 2017/2018:

- 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 City Council direction.
- 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.
- Manage and make 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.
- Manage contractors performing minor street drainage and sidewalk repairs.

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Spring Clean Up Tons	183	174	119	251	412	62(CWDD)	70(CWDD)
Total Miles Plowed	456	40,768	43,952	41,427	42,000	31,679	36,600
Total Miles Swept	456	15,567	11,294	12,586	12,500	10,743	12,200
Right Of Way Acres Mowed	614.53	5,412	5,575	4,368	4,500	2,228	4,500
Number of Dewatering Wells	52	47	49	49	49	47	47
Feet of Drainages Cleaned	N/A	60,784	56,381	32,591	40,000	35,682	42,000

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

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

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

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Public Works Operations Manager	0	0	0	0	0	0	0
Streets Manager	0	0	0	0	0	1	1
Street Superintendent	1	1	0	0	0	0	0
Streets Supervisor	0	0	1	1	1	0	0
Streets Crew Supervisor	2	2	0	0	0	0	0
Streets Lead Operator	0	0	0	0	2	0	0
Streets Sr. Operator	2	1	1	2	2	2	4
Streets Operator	10	13	14	13	11	13	10
Seasonal Summer Workers	4	4	4	6	6	0	0
Total Streets Division	19	21	20	22	22	16	15

GENERAL FUND			Original	Adjusted	Requested
Streets	Actual	Actual	Budget	Budget	Budget
001-50-54-431	2014-15	2015-16	2016-17	2016-17	2017-18
Salaries	777,058	773,852	744,829	744,829	705,974
Overtime	138,255	92,903	50,000	60,000	50,000
Merit Pay Plan	-	-	-	15,000	-
On-Call Pay	25,556	28,512	15,000	15,000	15,000
Benefits	418,993	483,396	472,021	444,064	446,754
Subtotal Personnel Costs	\$ 1,359,863	\$ 1,378,663	\$ 1,281,850	\$ 1,278,893	\$ 1,217,728
Contractual Services	387,217	404,415	95,610	101,989	91,750
Materials and Supplies	2,714,615	2,091,433	1,731,821	1,731,821	1,820,355
Subtotal Operating Costs	\$ 3,101,832	\$ 2,495,848	\$ 1,827,431	\$ 1,833,810	\$ 1,912,105
Total Operating	\$ 4,461,695	\$ 3,874,511	\$ 3,109,281	\$ 3,112,703	\$ 3,129,833
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 4,461,695	\$ 3,874,511	\$ 3,109,281	\$ 3,112,703	\$ 3,129,833

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 \$33,118, 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 \$330,000, Vehicle replacement \$254,391, Rental of Pool Vehicles \$65,000, Utilities \$50,000, Electricity for street lights \$161,708, Diesel \$61,700, Ice slicer \$400,000, Cold patch mix and Emulsion \$40,000, Street light installation and maintenance \$97,000

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 2017/2018:

- To complete programmed capital construction projects on time and within budget:
 - Pavement Management System – Various Projects / Boxelder Road Extension: Skyline to Overdale / General Drainage Improvements / Donkey Creek Festival Improvements / Donkey Creek Pathway – Dalbey Park to Energy Capital Sports Complex / Animal Control Kennel Enhancements / Boxelder Road: Emerson Avenue to Highway 59 / Dalbey Park to College Phase I Pathway / Gillette Main Street Gateway / Gurley Overpass / Barrier Rehabilitation / Interstate Industrial Park L.I.D. / Madison Street Extension / Lakeway – Highway 59 Intersection: R.O.W. / Foothills Boulevard Curves and Drainage: R.O.W. / Old Fire Station #3 Parking Lot Improvements
- Update the fees associated with the Street Cut Permit Ordinance
- Continue to provide complete and accurate reviews of Development Plans in a timely fashion
- To award design contracts in late summer months such that construction contracts can be bid in the winter for early spring start-up

PERFORMANCE MEASURES:

- Evaluate projects at milestones. Make modifications as needed to meet budgetary guidelines
- Timely turnaround on development review projects and permitting

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Capital Projects Under Construction	28	29	24	26	30	25	19
# of Capital Projects Under Design	17	25	17	38	28	18	14
# of Engineering Studies	11	7	5	11	8	5	5
# of Inspections*	38	45	21	15	20	17	17
# of Permits to Construct Issued	28	20	22	24	18	16	18
# of Street Cut Permits Issued	93	131	127	135	95	100	100

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

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
Director of Development Services	1	1	1	1	1	1	1
City Engineer	2	2	2	2	2	2	1
Senior Civil Engineer/Civil Engineer	2/2	2/2	2/2	2/2	2/2	2/2	2/1
Engineering Specialist	3	3	3	3	3	3	3**
Administrative Supervisor	1	1	1	1	0	0	0
Administrative Assistant	1	1	1	1	2	2	1
Total Engineering	12	12	12	12	12	12	9

*2016/2017 staffing as originally budgeted. Staffing reduced by 2 full-time positions during Fiscal Year 2016/2017 through the budget amendment process.

**Anticipate retirement in September/October 2017. Will reduce to 2 after retirement, total reduced to 8.

GENERAL FUND					
Engineering	Actual	Actual	Original	Adjusted	Requested
001-60-60-419	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	960,332	1,069,938	1,019,734	901,273	653,554
Overtime	15,149	11,078	30,000	30,000	5,000
Merit Pay Plan	-	-	-	9,000	-
On-Call Pay	-	-	-	-	-
Benefits	393,129	463,302	464,916	377,152	269,844
Subtotal Personnel Costs	\$ 1,368,611	\$ 1,544,318	\$ 1,514,650	\$ 1,317,425	\$ 928,398
Contractual Services	21,364	18,641	20,720	20,247	16,040
Materials and Supplies	49,455	43,574	40,585	40,585	38,112
Subtotal Operating Costs	\$ 70,819	\$ 62,215	\$ 61,305	\$ 60,832	\$ 54,152
Total Operating	\$ 1,439,430	\$ 1,606,533	\$ 1,575,955	\$ 1,378,257	\$ 982,550
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,439,430	\$ 1,606,533	\$ 1,575,955	\$ 1,378,257	\$ 982,550

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 2017/2018

- 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
- Scanning all permits as they are issued, in an effort to go paperless
- Continue Residential Stormwater Permitting and Inspection Program
- Continue implementing the 2015 International Building Codes, begin Code adoption process for 2018 International Building Codes
- Begin Code adoption process for 2017 NEC Codes

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Commercial Building Permits	36	28	28	30	51	10	10
Residential Building Permits	225	143	128	142	53	7	20
Total All Permits (elec., mech., plbg., etc.)	3,054	2,685	2,351	2,595	1,612	1,500	1,700
Stormwater Permits	0	0	0	0	0	7	30
Field Inspections	10,715	9,515	8,175	10,430	5,367	4,575	5,100
Stormwater Inspections	0	0	0	0	0	7	30
Contractor Licenses	727	744	769	864	876	781	820
Individual Trade Licenses	462	457	439	523	449	401	430

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
Chief Building Official	1	1	1	1	1	1	1
Deputy Building Official/Plans Examiner	0	0	0	0	0	0	1
Deputy Building Official	1	1	1	1	1	1	0
Building Inspector	4	3	3	2	2	2	2
Building Counter Technician	1	1	1	1	1	1	1
Plans Examiner	0	1	1	1	1	1	0
Permit Services Manager	1	0	0	0	0	0	0
Administrative Specialist	1	1	1	0	0	0	0
Administrative Assistant	0	0	0	1	1	1	1
Licensing Technician	1	1	1	1	0	0	0

Total Building Inspection	10	9	9	8	7	7	6
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*2016/2017 staffing as originally budgeted; staffing reduced by 1 position during 2016/2017 through budget amendment process.

GENERAL FUND						
Building Inspection	Actual	Actual	Original	Adjusted	Requested	
001-60-61-424	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	463,096	479,878	458,456	396,778	396,683	
Overtime	279	-	-	-	-	
Merit Pay Plan	-	-	-	6,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	189,040	207,647	204,639	160,923	160,922	
Subtotal Personnel Costs	\$ 652,415	\$ 687,525	\$ 663,095	\$ 563,701	\$ 557,605	
Contractual Services	10,528	4,547	30,120	30,120	8,080	
Materials and Supplies	45,113	31,383	30,282	30,282	35,188	
Subtotal Operating Costs	\$ 55,641	\$ 35,931	\$ 60,402	\$ 60,402	\$ 43,268	
Total Operating	\$ 708,056	\$ 723,456	\$ 723,497	\$ 624,103	\$ 600,873	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 708,056	\$ 723,456	\$ 723,497	\$ 624,103	\$ 600,873	

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

Contractual Services - n/a

Materials and Supplies - n/a

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

GENERAL FUND					
Traffic Safety	Actual	Actual	Original	Adjusted	Requested
001-60-62-424	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	110,532	116,319	106,830	106,830	106,830
Overtime	256	426	1,000	1,000	1,000
Merit Pay Plan	-	-	-	2,000	-
On-Call Pay	18,534	19,073	9,500	9,500	9,500
Benefits	48,085	51,961	50,437	45,143	45,803
Subtotal Personnel Costs	\$ 177,408	\$ 187,778	\$ 167,767	\$ 164,473	\$ 163,133
Contractual Services	206,060	212,228	231,080	231,080	231,080
Materials and Supplies	92,959	68,221	82,704	82,704	88,727
Subtotal Operating Costs	\$ 299,018	\$ 280,448	\$ 313,784	\$ 313,784	\$ 319,807
Total Operating	\$ 476,426	\$ 468,226	\$ 481,551	\$ 478,257	\$ 482,940
Total Capital	\$ 5,951	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 482,376	\$ 468,226	\$ 481,551	\$ 478,257	\$ 482,940

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 \$35,000

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, City 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, real estate, engineering and survey professionals, and the public. The division provides a variety of specialized services and products, including studies, maps, addresses and legal information. The division is responsible for the issuance of minor, non-structural, zoning permits like fences, decks, sheds, temporary structures and food vendor structures.

The Planning Division staff levels were further reduced in FY 2016/17. The Administrative Assistant position was eliminated per budget amendment. The Planning Division Staff now consists of two FTE's - a Planner and a Planning Manager. By comparison, from 2010 through 2012, the Planning Division had 5.5 FTE's.

MAJOR GOALS FOR FY 2017/2018:

- Continue to implement the City's Strategic Growth Plan by annexing County "island" parcels surrounded by the City's corporate limits
- Work with other City departments and divisions to annex Crestview, Antelope Valley, Antelope Valley Business Park and adjacent areas in SE Gillette per the direction of Council
- With limited staff, and as time allows, continue efforts to update the Zoning Ordinance
- Continue to implement the goals and objectives of the 2013 City Comprehensive Plan Update
- Process subdivision, zoning and development projects in a timely manner
- Complete studies, regulatory review, policy analysis and special projects as requested

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Annexations/Pre-Annexations	2/3	2/2	3/0	4/2	3/1	6/2	6/3
Sketch Plats	1	1	1	0	1	0	0
Preliminary Plats	1	7	1	3	2	0	0
Major Final Plats/Minor Final Plats	2/5	6/34	9/12	7/20	5/20	0/21	0/18
Condominium Plats	1	2	0	0	1	1	0
Commercial Site Plans/Development Plans	12/1	25/5	9/3	22/6	25/3	10/2	7/3
Subdivision Text/Zoning Text Amendments	0/0	0/0	0/0	0/1	0/1	0/3	0/2
Zoning Map Amendments	3	9	6	7	7	5	7
Easement/R-O-W Vacations	2/1	8/2	5/0	3/1	3/1	2/1	2/1
County Preliminary Plats/County Final Plats	0/1	0/1	0/3	0/3	0/3	0/2	0/2

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
STAFFING:							
Planning Division Manager	1	1	1	1	1	1	0
Planner	2	2	1	1	1	1	2
Senior Planner	1	1	1	1	1	0	0
Planning Technician	0	0	1	0	0	0	0
Administrative Assistant	1	1	1	1	1	1	0
Intern	0.5	0	0	0	0	0	0
Total Planning	5.5	5.0	5.0	4.0	4.0	3.0	2.0

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND						
Planning	Actual	Actual	Original	Adjusted	Requested	
001-60-63-419	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	234,391	202,132	202,728	165,599	128,746	
Overtime	-	-	500	500	500	
Merit Pay Plan	-	4,950	-	2,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	102,196	91,473	91,520	84,601	69,907	
Subtotal Personnel Costs	\$ 336,587	\$ 298,555	\$ 294,748	\$ 252,700	\$ 199,153	
Contractual Services	44,937	4,299	61,960	61,960	101,650	
Materials and Supplies	21,701	11,771	19,159	19,159	15,760	
Subtotal Operating Costs	\$ 66,638	\$ 16,071	\$ 81,119	\$ 81,119	\$ 117,410	
Total Operating	\$ 403,225	\$ 314,625	\$ 375,867	\$ 333,819	\$ 316,563	
Total Capital	\$ -	\$ 23,957	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 403,225	\$ 338,582	\$ 375,867	\$ 333,819	\$ 316,563	

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

Contractual Services - Annexation plats \$90,000

Materials and Supplies - n/a

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



ACTIVITY DESCRIPTION:

The objective of the Code Compliance Division is to promote, protect, and improve the health, safety, and welfare of all citizens by resolving citizen complaints and enforcing the City's Nuisance Codes. The division is responsible for enforcing Chapter 13 of the City Code which addresses general nuisances on private property within the City limits. The division not only responds to citizen complaints, but takes a proactive approach through routine neighborhood inspections to address issues before they become complaints. Additionally, the division is responsible for issuing Home Occupation Permits, Temporary Sign Permits, Zoning Approval for licensed and new daycare, and assists the Planning Division with zoning enforcement issues. This division assists the State of Wyoming in the investigation of suspected illegal daycares and provides support to all other City departments. The Code Compliance Program operates year round.

The Code Compliance Division staff levels were reduced in FY 2016/17. One of the Code Compliance Inspector positions was eliminated per budget amendment. The Code Compliance Staff now consists of one FTE, a single Code Compliance Inspector.

MAJOR GOALS FOR FY 2017/2018:

- Address citizen complaints concerning private property issues
- Complete routine neighborhood inspections to address Chapter 13 violations on private property
- Assist the Planning Division with zoning enforcement issues
- Establish positive relationships with the citizens of Gillette
- With reduced staffing, and as time allows, work with other City divisions to implement a Community Outreach and Education Program
- Promote employee continuing education to ensure each employee in the division maintains membership in the American Association of Code Enforcement

PERFORMANCE MEASURES:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Grass/Weeds	450	500	884	620	714	650	620
Other Nuisances	140	187	165	160	363	210	200
Unlicensed/Inoperable Vehicles	500	810	512	650	422	520	530
Temporary Signs	5	8	5	7	13	17	19
Home Occupations	8	10	6	7	9	3	3
Daycare Investigations	8	9	2	6	5	5	4
Other Zoning	10	12	15	15	12	10	10

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
Code Compliance Inspector	2	2	2	2	2	2	1
Total Code Compliance	2	2	2	2	2	2	1

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND						
Code Compliance	Actual	Actual	Original	Adjusted	Requested	
001-60-64-419	2014-15	2015-16	Budget	Budget	Budget	
			2016-17	2016-17	2017-18	
Salaries	101,580	100,532	101,006	63,074	53,394	
Overtime	235	-	500	500	250	
Merit Pay Plan	-	-	-	1,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	52,229	55,980	55,843	49,862	35,252	
Subtotal Personnel Costs	\$ 154,045	\$ 156,512	\$ 157,349	\$ 114,436	\$ 88,896	
Contractual Services	6,303	3,190	3,500	3,500	3,000	
Materials and Supplies	8,403	12,550	9,478	9,478	6,950	
Subtotal Operating Costs	\$ 14,706	\$ 15,740	\$ 12,978	\$ 12,978	\$ 9,950	
Total Operating	\$ 168,751	\$ 172,252	\$ 170,327	\$ 127,414	\$ 98,846	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 168,751	\$ 172,252	\$ 170,327	\$ 127,414	\$ 98,846	

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 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. After a steady decline beginning in February, 2015, sales tax revenues reached their low point in June, 2016, and have remained relatively stable since that time. Based on current year to date receipts, One Percent sales tax revenues are projected to be approximately \$12.9M for fiscal 2017. Although there have been encouraging signs that coal and oil production may be rebounding somewhat, it is not anticipated that this will provide a near term impetus that would result in significant gains in sales tax revenues to the City. Consequently, the fiscal year 2018 budget anticipates receipts in line with fiscal year 2017 actual receipts. A portion of the fuel tax allocation to cities and towns is also included in the 1% Fund to apply toward pavement management system (PMS) projects.

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

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

OPTIONAL SALES TAX					
Revenue	Actual	Actual	Original	Adjusted	Requested
201-00-00-300	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Sales & Use Tax	24,344,346	16,662,718	14,200,000	12,500,000	13,300,000
Motor Fuel Tax	680,811	774,907	900,000	900,000	1,090,000
Federal Grants	207	193,801	244,517	687,868	-
State Grants	864,462	419,716	-	264,176	512,500
State Loans	-	-	-	-	1,537,500
Interest on Investments	49,845	64,401	44,500	44,500	119,000
Unrealized Gain/Loss	(11,847)	19,761	-	-	-
Miscellaneous	1,838,020	114,080	-	175,000	-
Application of Unassigned Cash	-	-	-	8,147,072	-
GRAND TOTAL	\$ 27,796,030	\$ 18,234,199	\$ 15,389,017	\$ 22,718,616	\$ 16,559,000



ACTIVITY DESCRIPTION:

Due to the economic downturn and dramatic reduction in anticipated 1% sales tax revenues, a new approach to budgeting in the 1% Fund was implemented for the FY2016/17 budget year. 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 2017/18 budget will be funded with existing dollars available from 2016/17. Actual revenues earned in 2017/18 will be used for 2018/19 projects. The 2017/18 budgeted projects have been prioritized for funding and include: pavement management projects; beautification programs; park improvement projects; bridge rehabilitation projects; water and sewer main replacements; street and water improvements for the Interstate Industrial Park; 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**

	Actual	Actual	Original	Adjusted	Requested
	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Pavement Management System	2,878,686	4,894,175	3,600,000	6,108,639	4,000,000
Sidewalk Repairs	234,205	507,309	-	-	125,000
Land	22,134	22,886	-	150,780	195,500
Buildings	-	48,297	-	551,703	-
Beautification Programs	346,135	55,836	-	41,709	170,000
Park Improvement	245,285	793,893	-	471,000	733,000
Street Enhancements	5,574,757	2,865,894	-	1,649,429	45,000
Street & Major Road Ext	224,008	2,938,341	-	609,042	155,500
Traffic Signals	19,001	581,678	-	188,280	-
Bridges	32,221	199,694	-	111,000	745,000
Drainage Projects	742,302	63,834	-	38,031	200,000
Bike & Walking Pathways	-	79	244,517	741,517	-
Water Mains	962,041	2,751,014	2,800,000	4,205,000	3,600,000
Water Transmission Lines	21,595	647,347	-	-	-
Water Storage/Reservoirs	539,263	351,044	-	1,100	-
Sanitary Sewer Mains	3,369,538	3,837,871	3,200,000	3,809,458	1,600,000
LID Improvements	-	87,572	-	16,428	2,050,000
Furn/Fixtures/Equip	-	-	250,596	250,596	-
Vehicles	2,347	-	-	-	-
Social Services Funding	4,033,164	968,207	796,000	796,000	798,000
Outside Agency Funding	684,410	569,830	339,000	369,000	335,000

OPTIONAL SALES TAX FUND			Original	Adjusted	Requested
1% Optional Sales Tax	Actual	Actual	Budget	Budget	Budget
201-10-05-419	2014-15	2015-16	2016-17	2016-17	2017-18
General Community	64,077	166,999	92,500	222,500	92,500
Interfund Transfers	5,000	1,505,000	1,149,404	1,170,404	1,000,000
GRAND TOTAL	\$ 20,000,170	\$ 23,856,800	\$ 12,472,017	\$ 21,501,616	\$ 15,844,500

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

Street Projects

Annual PMS Program

Reconstruct Conestoga Drive

Madison Street Extension

Park Improvement Projects

Irrigation Improvements for Little League Fields 1 - 6

Water Projects

Annual Water Main Replacement

Sanitary Sewer Mains

Annual Sanitary Sewer Main Replacement

Bridge Projects

Gurley Overpass Repairs

LID Improvements

Interstate Industrial Park LID - Water System

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



City of Gillette, Wyoming

DEPT: Administration
CODE: 250/251

ACTIVITY DESCRIPTION:

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

LOCAL IMP. DISTRICT			Original	Adjusted	Requested
LID 50 Revenue - Northland	Actual	Actual	Budget	Budget	Budget
250-00-00-300	2014-15	2015-16	2016-17	2016-17	2017-18
Principle Revenue	-	-	36,920	36,920	-
Interest Revenue	-	-	11,522	11,522	-
GRAND TOTAL	\$ -	\$ -	48,442 \$	48,442	\$ -

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LOCAL IMP. DISTRICT

LID 50 - Northland

250-99-99-419

**Actual
2014-15**

**Actual
2015-16**

**Original
Budget
2016-17**

**Adjusted
Budget
2016-17**

**Requested
Budget
2017-18**

Principle

-

-

36,920

36,920

-

Interest

-

-

11,522

11,522

-

GRAND TOTAL

\$

-

\$

-

\$

48,442

\$

48,442

\$

-

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LOCAL IMP. DISTRICT						
LID 51 Revenue - Indian Hills		Actual	Actual	Original	Adjusted	
251-00-00-300		2014-15	2015-16	Budget	Budget	
				2016-17	2016-17	
					Requested	
					Budget	
					2017-18	
Principle Revenue		-	-	9,238	9,238	7,881
Interest Revenue		-	-	1,579	1,579	907
GRAND TOTAL	\$	-	\$	10,817	\$	8,788



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 \$100,000.00 each year for the Project Manager's salary which is a portion of the annual "Operating Expenses"
- The 2011 Wyoming State Legislature approved, and the Governor signed, Enrolled Senate Act No. 36 providing for 67% grant funding and 33% short-term (5-year term) loan funding for the eligible project expenses to be distributed as follows:

ANTICIPATED REVENUES PER 2011 ENROLLED SENATE ACT NO. 36

Funding Available (Date)	Grant (67%)	¹⁾ Loan (33%)	Total (100%)	Cumulative
September 1, 2009	\$11,222,500.00	\$5,527,500.00	\$16,750,000.00	\$16,750,000.00
August 1, 2010	16,415,000.00	8,085,000.00	\$24,500,000.00	41,250,000.00
July 1, 2011	32,362,500.00	15,939,739.00	\$48,302,239.00	89,552,239.00
July 1, 2012	30,000,000.00	14,776,119.00	\$44,776,119.00	134,328,358.00
July 1, 2013	30,000,000.00	14,776,119.00	\$44,776,119.00	179,104,477.00
July 1, 2014	13,385,995.00	12,703,523.00	\$26,089,518.00	205,193,995.00
July 1, 2015	12,406,005.00		\$12,406,005.00	217,600,000.00
TOTAL(s)	\$145,792,000.00	\$71,808,000.00	\$217,600,000.00	

- On May 3, 2011, Campbell County voters approved a Specific Purpose Excise Tax (Capital Facilities Tax) at a rate of 1% for a total tax amount of \$110 million, of which \$75 million is provided to the City to cover 33% of the cost of the water supply, treatment and transmission components of the regional water supply project; of which \$20 million is provided to the City to cover 33% of the cost of regional water extensions to serve rural water districts located within the Designated Service Area as established by the December 2010 Joint Powers Agreement; and of which \$15 million is provided to the Town of Wright and the Wright Water and Sewer District for water improvements. Capital Facilities Tax Revenue collections to repay the debt commenced in October 2011. The Cap Tax was collected until March 31, 2015.

MAJOR GOALS FOR FY 2017/2018 (REVENUE):

- Secure long-term funding and loan repayment for the Gillette Regional Water Project
 - Continue to work with the City's Finance Dept. 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 \$44,328,358.00 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 – 2017 (prior yr estimate)	2017/2018 (anticipated)	2018/2019 (anticipated)	2019/2020 (anticipated)	2020/2021 (anticipated)	2021-TBD (anticipated)	Total (anticipated)
State Grants – Madison Pipeline Project	145,792,000.00						145,792,000.00
²⁾ PMTF Loan – Madison Pipeline Project	44,328,358.00		(44,328,358.00)				0.00
¹⁾ Cap Tax – Madison Pipeline Portion	75,000,000.00						75,000,000.00
State Grants – District Extensions Project	6,994,800.00	1,962,430.00	1,728,555.00	3,000,059.00	5,005,200.00	21,308,956.00	40,000,000.00
Cap Tax – District Extensions Project	20,000,000.00						20,000,000.00
Water Fund (Transfer)	1,388,501.00	230,000.00	233,000.00	237,000.00	240,000.00	244,000.00	2,572,501.00
Yearly Total (anticipated)	293,503,659.00	2,192,430.00	(42,366,803.00)	3,237,059.00	5,245,200.00	21,552,956.00	283,364,501.00
Cumulative Total (anticipated)	293,503,659.00	295,696,089.00	253,329,286.00	256,566,345.00	261,844,545.00	283,364,501.00	

¹⁾ Due to the "better than expected" Cap Tax collections, the City ceased its pursuit of additional PMTF Loan funding from the State of Wyoming in FY13/14; the 33% match will come from Cap Tax revenue, once the original \$44,328,358.00 Loan has been expended.

²⁾ Capital Facilities Tax Revenue collected for the Madison Pipeline Portion will be used to pay back the \$44,328,358.00 PMTF State Loan + Fees in FY 2018/19.

MADISON WATER LINE					
Revenue	Actual	Actual	Original	Adjusted	Requested
301-00-00-300	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Cap Tax - Madison Project	22,585,170	80,106	-	-	-
Cap Tax - District Projects	6,037,176	20,027	-	-	-
State Grants	20,796,671	21,926,726	67,000	62,805,081	67,000
State Loan Revenues	-	-	33,000	2,987,755	-
District Grant Revenue	719,151	3,598,825	4,713,450	4,713,450	1,962,430
Madison Cap Tax Int	208,879	328,713	255,705	255,705	295,960
District Cap Tax Int	48,712	69,340	51,000	51,000	123,000
Unrealized Gain/Loss-WyoStar	(39,151)	52,675	-	-	-
Interfund Operating Transfer In	97,592	327,209	137,205	137,205	121,958
Application of Unassigned Cash	-	-	2,321,550	28,709,878	998,603
GRAND TOTAL	\$ 50,454,199	\$ 26,403,620	\$ 7,578,910	\$ 99,660,074	\$ 3,568,951



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 \$100,000.00 each year for the Project Manager's salary which is a portion of the annual "Operating Expenses"

MAJOR GOALS FOR FY 2017/2018:

- 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 2017-2018:
 - #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
 - #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
- Start and/or Continue the following Construction Contracts in FY 2017-2018:
 - #2c - M13, I4, 15 Pumping Equipment
 - Phase III District Extensions Project

	2009 thru 2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/TBD	2022/2023	Total
ANTICIPATED EXPENSES:	(estimate)	(anticipated)						
General Operating Expenses	1,912,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00		2,537,000.00
Non-Eligible Contracts	490,000.00	85,000.00						575,000.00
Eligible Contracts – <i>District Extensions</i>	8,461,000.00	2,929,000.00	2,579,933.00	4,477,700.00	7,470,448.00	34,081,919.00		60,000,000.00
Eligible Contracts – <i>Madison Pipeline</i>	190,867,000.00	26,733,000.00						217,600,000.00
Yearly Total (anticipated)	201,454,000.00	29,443,000.00	8,125,000.00	8,625,000.00	10,125,000.00	9,140,000.00	0.00	266,912,000.00
Cumulative Total (anticipated)	201,454,000.00	230,897,000.00	239,022,000.00	247,647,000.00	257,772,000.00	266,912,000.00	266,912,000.00	

STAFFING:	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Utilities Project Manager	0	0	1	1	1	1	1	1	1	1
Senior Administrative Assistant	0	0	1	1	1	1	0	0	0	0
Total Fund 301 (Madison Waterline)	0	0	2	2	2	2	1	1	1	1

MADISON WATERLINE

Madison Waterline 301-70-72-441	Actual 2014-15	Actual 2015-16	Original Budget 2016-17	Adjusted Budget 2016-17	Requested Budget 2017-18
Salaries	114,848	101,637	99,033	99,033	99,033
Overtime	-	-	-	-	-
Merit Pay Plan	-	-	-	1,000	-
On-Call Pay	-	-	-	-	-
Benefits	37,297	35,523	35,004	32,833	41,054
Subtotal Personnel Costs	\$ 152,145	\$ 137,160	\$ 134,037	\$ 132,866	\$ 140,087
Contractual Services	37,835	10,190	91,413	91,413	69,583
Materials and Supplies	7,612	8,668	11,755	11,755	11,777
Subtotal Operating Costs	\$ 45,447	\$ 18,858	\$ 103,168	\$ 103,168	\$ 81,360
Total Operating	\$ 197,592	\$ 156,018	\$ 237,205	\$ 236,034	\$ 221,447
Total Capital	\$ 32,838,463	\$ 39,549,105	\$ 7,035,000	\$ 99,112,763	\$ 3,329,000
Interfund Transfers	\$ -	\$ 96,750	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 33,036,055	\$ 39,801,872	\$ 7,272,205	\$ 99,348,797	\$ 3,550,447

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 \$58,623

Materials and Supplies - n/a

Capital - *Unless Noted, All Items Approved CIP* - Madison Water Load Out Facility and Pine Ridge Tank Drain \$400,000, Priority Two District extensions \$2,929,000

FUND: Utilities Administration
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities
CODE: 501

ACTIVITY DESCRIPTION:

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

UT ADMIN. FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
501-00-00-300	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
State Grants	26,615	13,665	-	-	-
Local Grants	18,496	9,496	-	-	-
Interest on Investments	1,715	2,130	1,500	1,500	5,000
Unrealized Gain/Loss	(460)	476	-	-	-
Fiber Lease Revenue	82,485	68,225	80,500	421,200	87,450
Transfer from City Depts	2,383,759	2,651,910	2,844,769	2,686,949	2,624,735
Interfund Operating Transfer In	-	23,690	-	-	-
Application of Unassigned Cash	-	-	-	223,471	21,160
Capital Contribution	-	-	-	-	-
GRAND TOTAL	\$ 2,512,610	\$ 2,769,592	\$ 2,926,769	\$ 3,333,120	\$ 2,738,345



ACTIVITY DESCRIPTION:

Utility Administration (UA) is responsible for providing administrative direction and support services for the five Utility Divisions: Water, Wastewater, Electrical Engineering, Electrical Services and SCADA. 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 Plant. 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 2017/2018:

- 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

PERFORMANCE MEASURES: (Start of FY:)	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
# of Utilities Employees Managed (RFTE)	63	66	57	57	67	66	63
Utilities Employees: Population Ratio	1:482	1:462	1:538	1:561	1:485	1:476	1:484
# of Utilities Accounts Managed	15,500	15,691	15,794	15,916	16,120	16,706	16,823
Utilities Employees: Account Ratio	1:246	1:238	1:277	1:279	1:240	1:253	1:267
Budget Overseen	\$108.7 M	\$133.7M	\$128.9M	\$90M	\$94.5M	\$55.6M	\$53.3M
Director/Manager (3): Budget Ratio	1:\$36.2 M	1:\$44.6M	1:\$43M	1:\$30M	1:\$31.5M	1:\$18.5M	1:\$17.8M
STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Utilities Director	1	1	1	1	1	1	1
Senior Adm. Assistant/Administrative Assist.	2	2	1.75	1.75	1.75	1.75	1.75
Utilities Engineering Manager	1	1	1	1	1	1	1
Total Utilities Administration Division	5	5	4.75	4.75	3.75	3.75	3.75

UT ADMIN. FUND						
Utilities Administration	Actual	Actual	Original	Adjusted	Requested	Requested
501-70-70-440	2014-15	2015-16	Budget	Budget	Budget	Budget
			2016-17	2016-17	2017-18	2017-18
Salaries	429,057	423,258	452,100	389,400	353,603	
Overtime	3,492	152	500	500	500	
Merit Pay Plan	-	-	-	4,000	-	
On-Call Pay	-	-	-	-	-	
Benefits	195,963	180,720	203,121	172,053	159,047	
Subtotal Personnel Costs	\$ 628,512	\$ 604,131	\$ 655,721	\$ 565,953	\$ 513,150	
Contractual Services	117,404	99,505	121,615	119,275	80,241	
Materials and Supplies	61,914	56,895	112,505	112,505	99,500	
Subtotal Operating Costs	\$ 179,317	\$ 156,401	\$ 234,120	\$ 231,780	\$ 179,741	
Total Operating	\$ 807,829	\$ 760,531	\$ 889,841	\$ 797,733	\$ 692,891	
Total Capital	\$ -	\$ -	\$ 10,500	\$ 10,500	\$ -	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 807,829	\$ 760,531	\$ 900,341	\$ 808,233	\$ 692,891	

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 \$70,281

Materials and Supplies - COG provided cell phones and Land line telephones \$56,500, Advertising \$26,000

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



ACTIVITY DESCRIPTION:

The Electrical Engineering Division’s main focus is support of the Electrical Services Division. They also provide mapping, design work and project management for other City Utility Divisions along with design work and project management for the City owned fiber optic network. Responsibilities for the Electrical Engineering group include commercial and residential electrical design, contract management, project management, asset management, mapping updates, record keeping, wholesale power and rate analysis.

MAJOR GOALS FOR FY 2017/2018:

ELECTRICAL ENGINEERING

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

PERFORMANCE MEASURES: (Start of FY:)	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Number of Permits Issued	66	89	74	77	70	70	53
Number of Site Reviews	74	105	102	137	130	120	105
Number of E-Plan Reviews	192	260	172	130	117	110	87

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Electrical Manager	-	-	-	-	-	1	1
Electrical Engineering Manager	1	1	1	1	1	-	-
Electrical Engineering Supervisor	-	-	-	1	1	1	1
Electrical Engineer	1	1	1	1	1	1	1
Electrical Engineering Specialist	-	-	-	2	3	2	2
Electrical Engineering Designer	2	2	2	1	1	2	2
Total Electrical Engineering Division	4	4	4	6	7	7	7

UT ADMIN. FUND					
Electrical Engineering	Actual	Actual	Original	Adjusted	Requested
501-70-71-440	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	813,719	528,555	569,726	569,726	578,284
Overtime	28,439	2,778	5,000	5,000	5,000
Merit Pay Plan	-	-	-	7,000	-
On-Call Pay	20,818	-	-	-	-
Benefits	344,218	223,532	242,931	228,913	242,507
Subtotal Personnel Costs	\$ 1,207,194	\$ 754,865	\$ 817,657	\$ 810,639	\$ 825,791
Contractual Services	125,496	43,390	112,451	112,451	94,712
Materials and Supplies	137,242	69,948	39,270	39,270	45,842
Subtotal Operating Costs	\$ 262,738	\$ 113,338	\$ 151,721	\$ 151,721	\$ 140,554
Total Operating	\$ 1,469,932	\$ 868,203	\$ 969,378	\$ 962,360	\$ 966,345
Total Capital	\$ 280,929	\$ 286,307	\$ 158,100	\$ 674,608	\$ 99,600
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 1,750,861	\$ 1,154,510	\$ 1,127,478	\$ 1,636,968	\$ 1,065,945

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 \$72,732

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - New Distribution Lines (Fiber) \$99,600



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 Utility 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 2017/2018:

- Continue PLC upgrades at Water Division sites, which includes mitigation of arc flash hazards
- Upgrade the DAF Polymer System, Boiler Control Power separate control voltages to mitigate arc flash hazards, UV Control System UPS
- Continue installing controls for the Madison water expansion projects
- Continue to install and connect new fiber optic services

PERFORMANCE MEASURES: (Start of FY:)	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Fiber Optic Services Maintained	92	100	118	118	156	159	159
Broadband Radio Systems Maintained	73	77	93	93	93	101	101
Site Control Systems Upgraded	2	19	19	19	14	27	14
STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
SCADA Foreman	0	0	0	1	1	1	1
Electrician	4	4	4	4	5	5	5
Total SCADA Division	4	4	4	5	6	6	6

UT ADMIN. FUND				Original	Adjusted	Requested
SCADA	Actual	Actual		Budget	Budget	Budget
501-70-76-440	2014-15	2015-16		2016-17	2016-17	2017-18
*Prior to FY2015-16 budget was combined with Electrical Engineering						
Salaries	-	472,239		443,957	443,957	441,981
Overtime	-	30,212		25,000	25,000	25,000
Merit Pay Plan	-	-		-	6,000	-
On-Call Pay	-	18,324		12,985	12,985	12,985
Benefits	-	230,751		229,153	212,122	219,080
Subtotal Personnel Costs	\$ -	\$ 751,526	\$	711,095	\$ 700,064	\$ 699,046
Contractual Services	-	40,480		119,061	119,061	166,755
Materials and Supplies	-	67,638		67,294	67,294	101,698
Subtotal Operating Costs	\$ -	\$ 108,117	\$	186,355	\$ 186,355	\$ 268,453
Total Operating	\$ -	\$ 859,644	\$	897,450	\$ 886,419	\$ 967,499
Total Capital	\$ -	\$ 36,881	\$	-	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ -	\$ 896,525	\$	897,450	\$ 886,419	\$ 967,499

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 \$160,995

Materials and Supplies - n/a

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

FUND: Solid Waste
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Public Works
CODE: 502

ACTIVITY DESCRIPTION:

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

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

A contract 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 a cost of \$6.00 per month to the customer.

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

SOLID WASTE FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
502-00-00-300	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Other Permits	1,000	1,250	-	-	-
Recycling Revenue	-	-	-	-	86,400
Interest on Investments	3,643	4,513	3,300	3,300	8,800
Unrealized Gain/Loss	(887)	1,345	-	-	-
Incident Reimbursement Revenue	272	644	-	-	-
Miscellaneous	42,288	37,807	-	-	-
Charges for Services	2,842,327	2,932,677	2,913,860	2,869,046	2,978,777
Interfund Operating Transfer In	13,000	-	-	-	-
Application of Unassigned Cash	-	-	-	10,091	-
GRAND TOTAL	\$ 2,901,643	\$ 2,978,236	\$ 2,917,160	\$ 2,882,437	\$ 3,073,977



ACTIVITY DESCRIPTION:

The Solid Waste Division provides refuse collection services to the residential and commercial customers in 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 contract 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 a cost of \$6.00 per month to the customer.

MAJOR GOALS FOR FY 2017/2018:

- 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.
- Conduct a comprehensive analysis of the Solid Waste Division and its operations for current and future planning.

PERFORMANCE MEASURES:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
# of Population Served	30,340	30,490	30,646	32,000	32,520	31,411	30,467
# of Solid Waste Trucks	8	8	8	8	8	8	8
# of Collection Routes	6	5	7	8	8	8	8
# of Community Events Hosted	11	12	12	12	12	12	12
# of Residential Customers	9,957	10,121	10,536	10,399	10,440	9,912	10,000
# of Commercial Customers	359	384	428	391	400	374	400
Staff to Customer Ratio	1:1146	1:1167	1:1218	1:1198	1:1204	1:1142	1:1155

STAFFING:

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Supervisor	1	1	1	1	1	1	1
Lead Person	0	1	1	1	0	0	0
Solid Waste Operators	8	7	7	5	6	8	6
Senior Solid Waste Operator	0	0	0	2	2	0	2
Student Aide/Seasonal Worker	0	2	2	0	0	0	0
Total Solid Waste Division	9	11	11	9	9	9	9

SOLID WASTE FUND					
Solid Waste	Actual	Actual	Original	Adjusted	Requested
502-50-55-432	2014-15	2015-16	Budget	Budget	
			2016-17	2016-17	
Salaries	436,101	428,585	421,472	421,472	416,772
Overtime	29,714	25,389	20,000	20,000	20,000
Merit Pay Plan	-	-	-	9,000	-
On-Call Pay	76	186	250	250	250
Benefits	240,482	300,152	226,282	215,129	218,855
Subtotal Personnel Costs	\$ 706,373	\$ 754,311	\$ 668,004	\$ 665,851	\$ 655,877
Contractual Services	1,551,368	1,551,361	1,598,354	1,699,219	1,706,079
Materials and Supplies	848,498	666,482	483,345	483,345	584,395
Subtotal Operating Costs	\$ 2,399,865	\$ 2,217,843	\$ 2,081,699	\$ 2,182,564	\$ 2,290,474
Total Operating	\$ 3,106,238	\$ 2,972,154	\$ 2,749,703	\$ 2,848,415	\$ 2,946,351
Total Capital	\$ -				
Interfund Transfers	\$ 30,000	\$ 45,000	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 3,136,238	\$ 3,017,154	\$ 2,749,703	\$ 2,848,415	\$ 2,946,351

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, Blue Bag Recycling Program \$72,000, Internal services \$549,199

Materials and Supplies - Vehicle maintenance \$208,000, Vehicle replacement \$170,736, Diesel \$79,800, Rollout containers \$45,000, Rollout containers for Antelope Valley/Crestview Annexation \$35,000

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

FUND: Water
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities
CODE: 503

ACTIVITY DESCRIPTION:

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

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

WATER FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
503-00-00-300	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
State Grants	21,867	426,298	-	-	-
Plant Investment Fees	344,539	167,385	50,000	50,000	50,000
Interest on Investments	22,305	29,004	20,500	20,500	59,500
Interest - DA Davidson	12,351	11,785	13,000	13,000	16,000
Unrealized Gain/Loss - Bonds	(5,728)	20,916	-	-	-
Incident Reimbursement Revenue	188	747	-	-	-
Miscellaneous	79,727	87,420	15,000	15,000	15,000
Charges for Services	6,182,616	5,789,885	6,671,785	6,671,785	1,818,700
Charges for Services - Regional	-	1,194,483	-	-	5,128,452
Interfund Operating Transfer In	-	-	-	-	-
Application of Unassigned Cash	-	-	-	87,496	-
Capital Contribution	552,647	481,868	-	-	-
GRAND TOTAL	\$ 7,210,512	\$ 8,209,791	\$ 6,770,285	\$ 6,857,781	\$ 7,087,652



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, including Regional connections. All of the City's water comes from 26 wells in three groundwater aquifers. The produced water is treated and the three sources are blended prior to distribution. Water consumption varies from a winter average of about 2.7 MGD (million gallons per day) to a summer peak of 11.7 MGD. The annual average daily usage is 4.7 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 357 miles of water distribution main, 2,322 fire hydrants and 6,926 valves.

MAJOR GOALS FOR FY 2017/2018:

- Commission, train & operate new Regional Water System (new wells, additional pipeline, new pump stations, regional connections)
- Rehab and replace equipment in S-18, M-7, S-21
- Replace variable frequency drive at Pump Station #2 (Booster Pump #1 & #2)
- Exercise and evaluate 1000 distribution valves

PERFORMANCE MEASURES (Start of FY):	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Water Service Connections	9,652	9,839	10,084	10,213	10,408	10,404	10,320
Miles of Water Main	278	284	291	302.5	307	341	357
Hydrants Managed	2,150	2,210	2,265	2,294	2,271	2,310	2,322
Valves Managed	5,825	6,112	6,264	6,380	6,545	6,823	6,926
Water Produced (Billion Gallons)	1.671	1.834	1.870	1,570	1,460	1,600	1,674
Ratio: Staff to Water Service Connections	1:603	1:614	1:630	1:638	1:612	1:612	1:688

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
Water Services Manager	1	1	1	1	1	1	1
Water Lead Operator	3	3	3	3	3	3	3
Water Services Locator	1	0	0	0	0	0	0
Water Systems Technician	1	4	3	5	6	3	2
Senior Water Operator	8	8	9	7	7	9	9
Summer Workers	2	2	0	0	0	0	0

Total Water Division	16	18	16	16	17	16	15
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*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

WATER FUND					
Water	Actual	Actual	Original	Adjusted	Requested
503-70-73-441	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	950,630	998,680	937,017	886,263	889,905
Overtime	40,770	36,065	50,000	50,000	50,000
Merit Pay Plan	-	-	-	15,000	-
On-Call Pay	38,500	39,805	20,750	20,750	20,750
Benefits	544,212	716,694	536,197	466,237	485,016
Subtotal Personnel Costs	\$ 1,574,111	\$ 1,791,243	\$ 1,543,964	\$ 1,438,250	\$ 1,445,671
Contractual Services	1,260,784	1,278,326	1,388,257	1,365,100	1,622,221
Materials and Supplies	3,467,985	2,635,743	2,805,540	2,805,540	2,951,788
Subtotal Operating Costs	\$ 4,728,769	\$ 3,914,069	\$ 4,193,797	\$ 4,170,640	\$ 4,574,009
Total Operating	\$ 6,302,881	\$ 5,705,312	\$ 5,737,761	\$ 5,608,890	\$ 6,019,680
Total Capital	\$ 526,846	\$ 554,956	\$ 672,560	\$ 722,560	\$ 678,060
Interfund Transfers	\$ 97,592	\$ 672,783	\$ 137,205	\$ 137,205	\$ 121,958
GRAND TOTAL	\$ 6,927,318	\$ 6,933,050	\$ 6,547,526	\$ 6,468,655	\$ 6,819,698

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 \$1,567,181

Materials and Supplies - Routine building maintenance \$60,000, Repair/Maintenance of equipment \$182,000, Distribution system maintenance \$535,000, Replace ten hydrants \$50,000, Vehicle maintenance \$46,000, Vehicle replacement \$69,627, Rentals of land and buildings \$30,000, Rentals of pool vehicles \$45,000, Utilities \$1,167,000, Insurance \$186,389, Gasoline \$26,100, Chlorine gas at PS#1 & Madison \$30,000, New water meters \$363,000, Interfund transfer to Madison Fund to cover expenses not covered by grant/loan \$121,958

Capital - *Unless Noted, All Items Approved CIP* - Down hole pump and motor rehab for Wells S-18, M-7, S-21 \$425,000, SCADA upgrades - distribution system \$48,300, SCADA upgrades - transmission system \$79,260, Water system control (VFD's) \$120,000, Snow Plow Attachment for Unit #172 \$5,500



FUND: Water
UNIT: Pool

City of Gillette, Wyoming

DEPT: Utilities
CODE: 7077

ACTIVITY DESCRIPTION:

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 Water Division. As of 2007, the City of Gillette contracted with Campbell County for operations. The outdoor pool facility includes 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, and a sunbathing area, all within a well landscaped park.

MAJOR GOALS FOR FY 2017/2018:

- Continue to provide quality and safe recreational opportunities at the City Swimming Pool

PERFORMANCE MEASURES:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Pool Usage	28,234	35,443	36,029	29,869	32,278	35,827	35,000

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Manager	1	1	1	1	1	1	1
Assistant Manager	1	1	1	1	1	1	1
Lifeguards	11	11	11	11	11	11	11
Total City Pool	13*						

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

WATER FUND				Original	Adjusted	Requested
Swimming Pool	Actual	Actual		Budget	Budget	Budget
503-70-77-441	2014-15	2015-16		2016-17	2016-17	2017-18
*Prior to FY2017-18 budget was combined with Parks in the General Fund						
Salaries	-	-		-	-	-
Overtime	-	-		-	-	-
Merit Pay Plan	-	-		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	-	-		-	-	-
Subtotal Personnel Costs	\$ -					
Contractual Services	81,041	83,395		75,000	75,000	75,000
Materials and Supplies	117,187	100,073		84,400	84,400	87,872
Subtotal Operating Costs	\$ 198,228	\$ 183,467	\$ 159,400	\$ 159,400	\$ 162,872	\$ 162,872
Total Operating	\$ 198,228	\$ 183,467	\$ 159,400	\$ 159,400	\$ 162,872	\$ 162,872
Total Capital	\$ 31,753	\$ 49,870	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 229,982	\$ 233,337	\$ 159,400	\$ 159,400	\$ 162,872	\$ 162,872

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

Contractual Services - Contracted labor for Swimming Pool through County \$75,000

Materials and Supplies - Utilities \$29,500, Chlorine for Pool \$26,500

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

FUND: Power
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities
CODE: 504

ACTIVITY DESCRIPTION:

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

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

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

POWER FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
504-00-00-300	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
BAB Subsidy Revenue	1,481,527	1,484,930	1,465,798	1,465,798	1,442,055
State Grants	1,645,046	-	-	-	-
State Loans	-	-	-	179,330	-
Plant Investment Fees	167,605	68,170	35,000	35,000	25,000
Interest on Investments	15,177	15,581	11,505	11,505	41,400
Interest - DA Davidson/Wells Fargo	143,679	137,460	142,000	142,000	164,700
Unrealized Gain/Loss	30,216	87,555	-	-	-
Incident Reimbursement Revenue	27,965	15,173	-	-	-
Miscellaneous	310,126	265,462	-	-	-
Charges for Services	27,868,678	30,159,956	34,169,874	34,169,874	32,800,000
Interfund Operating Transfer In	1,657,411	1,596,750	1,149,404	1,149,404	1,000,000
Application of Unassigned Cash	-	-	-	1,918,110	-
Capital Contribution	-	88,618	-	-	-
GRAND TOTAL	\$ 33,347,431	\$ 33,919,655	\$ 36,973,581	\$ 39,071,021	\$ 35,473,155



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 is responsible for the maintenance of street lights. 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 2017/2018:

- Continue long term goal to convert 4KV to 25KV
- Complete major expansion of Feeders 21, 71, and 23
- 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 LTAs

PERFORMANCE MEASURES: (Start of FY:)	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Electric Meters Served	14,070	14,648	14,851	14,995	15,188	15,678	15,663
Electrical Locates Performed Annually	5126	4600	4,200	4,500	4,600	5,127	3,744
Number of Substations Maintained	9	9	9	9	9	9	9
Available MVA (In Town)	125	125	125	125	125	135	125
Miles of Transmission Lines Maintained	30	31.6	31.6	28.2	28.2	28.2	28.2
Miles of Distribution Lines Maintained	266	278	294	309	315.2	329.6	342.2
Miles of Fiber Optic Cable Maintained	28.53	31.71	34.36	35.6	36.9	37.2	38
Ratio: Staff to Electric Meters Served	1:977	1:936	1:947	1:950	1:844	1:922	1:921
Ratio: Staff to Miles of Lines Maintained	1:20	1:19	1:20	1:21	1:19	1:21	1:22

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Electrical Manager	1	1	1	1	1	0	0
Electrical Services Superintendent	1	1	1	1	1	1	1
Electrical Services Foreman	3	3	3	3	3	3	3
Journeyman Lineman	5	6	8	8	6	7	7
Apprentice Lineman	4	3	2	2	6	5	5
Meter Technician	1	1	1	1	1	1	1
Total Electrical Services Division	15	15	16	16	18	17	17

POWER FUND				Original	Adjusted	Requested
Power	Actual	Actual	Budget	Budget	Budget	
504-70-74-442	2014-15	2015-16	2016-17	2016-17	2016-17	2017-18
Salaries	1,210,788	1,321,415	1,196,424	1,196,424	1,196,424	1,190,460
Overtime	86,548	104,888	87,500	87,500	87,500	87,500
Merit Pay Plan	-	-	-	17,000	17,000	-
On-Call Pay	50,625	47,496	25,000	25,000	25,000	25,000
Benefits	710,585	1,063,162	621,708	576,781	576,781	582,967
Subtotal Personnel Costs	\$ 2,058,546	\$ 2,536,960	\$ 1,930,632	\$ 1,902,705	\$ 1,902,705	\$ 1,885,927
Contractual Services	2,434,645	2,318,593	2,509,010	2,538,929	2,538,929	2,412,025
Materials and Supplies	24,764,924	23,651,420	25,845,343	25,845,343	25,845,343	26,214,929
Subtotal Operating Costs	\$ 27,199,569	\$ 25,970,012	\$ 28,354,353	\$ 28,384,272	\$ 28,384,272	\$ 28,626,954
Total Operating	\$ 29,258,115	\$ 28,506,972	\$ 30,284,985	\$ 30,286,977	\$ 30,286,977	\$ 30,512,881
Total Capital	\$ 7,551,232	\$ 7,286,659	\$ 3,801,914	\$ 5,853,887	\$ 5,853,887	\$ 4,399,306
Interfund Transfers	\$ -	\$ 820,420	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 36,809,347	\$ 36,614,052	\$ 34,086,899	\$ 36,140,864	\$ 36,140,864	\$ 34,912,187

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 \$40,000, Internal services \$2,207,365, Service drops \$150,000

Materials and Supplies - Maintenance of substations \$80,000, Maintenance of distribution \$400,000, Vehicle maintenance \$66,000, Vehicle replacement \$118,985, Property tax \$315,000, Purchased power \$9,785,000, WyGen III operating costs \$5,479,000, CT II operating costs \$1,610,000, Insurance \$86,353, Christmas lights \$26,000, General supplies \$80,000, Bad Debts \$40,000

Capital - *Unless Noted, All Items Approved CIP* - Future annexations-purchase systems from PRE Corp \$500,000, New distribution lines \$2,255,000, Upgrade bucket truck unit #80 \$33,000, SCADA Upgrades \$24,750, WyGen III capital projects \$1,586,556

Debt Service - Capital Lease Principal \$2,470,000, Capital Lease Interest \$5,462,768, Loan Interest \$26,451 (reflected in materials and supplies line item above)

FUND: Sewer (Wastewater)
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities
CODE: 505

ACTIVITY DESCRIPTION:

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

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

SEWER FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
505-00-00-300	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
State Grants	185,651	-	-	-	-
Enterprise Charges	656,709	450,763	450,000	450,000	452,000
Plant Investment Fees	418,568	186,725	50,000	50,000	50,000
Secondary PIFs	14,679	6,346	-	-	-
Interest on Investments	2,706	2,918	2,000	2,000	9,600
Interest - DA Davidson	41,169	39,284	44,000	44,000	39,000
Unrealized Gain/Loss - Bonds	(4,048)	39,186	-	-	-
Incident Reimbursement Revenue	554	-	-	-	-
Miscellaneous	49,120	46,526	-	-	-
Charges for Services	3,718,880	3,975,141	4,323,490	4,323,490	4,626,999
Interfund Operating Transfer In	30,000	30,000	-	-	-
Application of Unassigned Cash	-	-	-	144,591	-
Capital Contribution	446,393	407,671	-	-	-
GRAND TOTAL	\$ 5,560,381	\$ 5,184,561	\$ 4,869,490	\$ 5,014,081	\$ 5,177,599



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 204 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 3.0 MGD (million gallons per day) of sewage. The WWTF is a conventional activated sludge process with anaerobic digestion. In 2016, we produced and sold 3027.75 yards of Class A Stonepile Select Compost and 1218.75 yards of residential yard waste compost. The WWTF biosolids processing and reuse are governed by NPDES permits. The Wastewater Division has worked 16 consecutive years with no lost time accidents.

MAJOR GOALS FOR FY 2017/2018:

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

PERFORMANCE MEASURES: (Start of FY):	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Sewer Line Mileage Inspected	13.9	10.4	10.1	10	10	13.1	11
Sewer Line Mileage Cleaned	53.5	70.4	61.8	37.9	55	87.9	62.5
Compost Sold (Yards)	2,367	2046	2318.8	1339.5	2100	3392.25	3027.75
Yard Waste Compost sold (Yards)	-	660	849.5	1224.75	1500	868	1218.75
Influent Processed (MGD)	3.34	3.09	3.2	3.2	3.2	3.2	2.96
Additional Sewer line Installed (Miles)	1.88	2.72	2.0	2.63	2.0	2.19	2
Percent of Sewer lines Cleaned to Total Miles	26%	34%	30%	19%	26%	46%	33%

STAFFING:	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018
Wastewater Services Manager	1	1	1	1	1	1	1
Lead WW Collections Operator	0	1	1	1	1	1	1
Lead WW Maintenance Operator	0	1	1	1	1	1	1
Senior Wastewater Operator	9	7	7	7	7	6	4
Wastewater Operator	1	1	1	3	4	5	6
Seasonal Worker	0	1	1	2	3	3	3
Total Wastewater Division	11	12	12	15	17	17	16

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

SEWER FUND						
Sewer		Actual	Actual	Original	Adjusted	Requested
505-70-75-443		2014-15	2015-16	Budget	Budget	Budget
				2016-17	2016-17	2017-18
Salaries		812,947	875,414	818,806	774,439	770,107
Overtime		31,339	23,321	30,000	30,000	31,000
Merit Pay Plan		-	-	-	13,000	-
On-Call Pay		19,592	19,848	10,500	10,500	10,500
Benefits		423,200	552,137	432,878	355,524	344,166
Subtotal Personnel Costs	\$	1,287,078	\$ 1,470,720	\$ 1,292,184	\$ 1,183,463	\$ 1,155,773
Contractual Services		1,030,707	1,379,822	1,040,473	1,072,888	969,206
Materials and Supplies		2,992,310	2,505,974	2,365,459	2,336,459	2,588,126
Subtotal Operating Costs	\$	4,023,017	\$ 3,885,796	\$ 3,405,932	\$ 3,409,347	\$ 3,557,332
Total Operating	\$	5,310,095	\$ 5,356,516	\$ 4,698,116	\$ 4,592,810	\$ 4,713,105
Total Capital	\$	277,095	\$ 62,566	\$ 81,100	\$ 176,204	\$ 436,296
Interfund Transfers	\$	-	\$ 189,813	\$ -	\$ -	\$ -
GRAND TOTAL	\$	5,587,190	\$ 5,608,895	\$ 4,779,216	\$ 4,769,014	\$ 5,149,401

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

Contractual Services -Railroad Sewer Crossing Leases \$25,200, Internal services \$849,286, Technical Services \$27,000

Materials and Supplies - Repair & Maintenance of buildings \$94,000, Maintenance of equipment \$145,000, Maintenance of SCADA equipment \$45,000, Maintenance of sewers \$163,000, Manhole rehabilitation \$40,000, Vehicle maintenance \$90,000, Vehicle replacement \$130,913, Rentals of equipment \$46,000, Utilities \$374,000, Natural gas \$57,872, Insurance \$113,064, Diesel \$25,600, Chemicals \$110,000

Capital - Unless Noted, All Items Approved CIP - Grit Washer Replacement \$125,000, Unit #192 Utility Box \$14,000, UV Gate Valve Replacement \$54,000, SCADA improvements \$243,296

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



City of Gillette, Wyoming

DEPT: Administrative Services
CODE: 3036

FUND: Vehicle Maintenance
UNIT: Revenue

ACTIVITY DESCRIPTION:

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

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

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

VEHICLE MAINT. FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
604-00-00-300	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Interest on Investments	9,592	7,810	6,900	6,900	9,300
Unrealized Gain/Loss	(1,940)	1,486	-	-	-
Miscellaneous	97	289	50,000	50,000	-
Interfund Operating Transfer In	-	-	-	-	-
Transfer from City Depts	1,845,389	1,599,021	1,552,120	1,552,120	1,576,680
Veh Replacement Allowance	1,540,673	1,363,689	947,368	947,368	1,191,745
Pool Vehicle Rental	-	-	178,230	178,230	179,950
Proceeds from Asset Disposal	-	-	-	-	120,000
Application of Unassigned Cash	-	-	44,463	119,269	151,809
GRAND TOTAL	\$ 3,393,811	\$ 2,972,297	\$ 2,779,081	\$ 2,853,887	\$ 3,229,484

VEHICLE MAINT. FUND					
Vehicle Maintenance	Actual	Actual	Original	Adjusted	Requested
604-30-36-419	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Salaries	468,072	458,531	441,498	441,498	440,692
Overtime	9,778	11,310	10,000	10,000	10,000
Merit Pay Plan	-	-	-	7,000	-
On-Call Pay	21,020	19,303	8,750	8,750	8,000
Benefits	209,100	217,211	217,569	203,416	206,743
Subtotal Personnel Costs	\$ 707,969	\$ 706,354	\$ 677,817	\$ 670,664	\$ 665,435
Contractual Services	262,394	238,695	216,619	229,377	243,205
Materials and Supplies	1,133,477	925,286	1,065,817	1,065,817	1,087,581
Subtotal Operating Costs	\$ 1,395,871	\$ 1,163,981	\$ 1,282,436	\$ 1,295,194	\$ 1,330,786
Total Operating	\$ 2,103,840	\$ 1,870,335	\$ 1,960,253	\$ 1,965,858	\$ 1,996,221
Total Capital	\$ -				
Interfund Transfers	\$ 1,657,411	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 3,761,251	\$ 1,870,335	\$ 1,960,253	\$ 1,965,858	\$ 1,996,221

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

Contractual Services - Internal Services \$236,185

Materials and Supplies - Vehicle maintenance \$81,800, Vehicle replacement \$76,306, Oils & lubricants \$30,000, Gasoline \$281,000, Diesel \$252,000, Materials & parts for vehicle repairs \$330,000

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.

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Balance in the Plan as of June 30	\$4,903,598	\$4,394,135	\$4,338,261	\$2,800,528	\$1,065,984	\$1,021,521	\$927,424

VEHICLE MAINT. FUND			Original	Adjusted	Requested
Vehicle Replacement	Actual	Actual	Budget	Budget	Budget
604-30-37-419	2014-15	2015-16	2016-17	2016-17	2017-18
Rep/Maint of Vehicles	-	-	-	-	-
Light Equipment Under \$5k	2,664	14,292	24,000	24,000	20,000
Rep. Mach & Equip > \$5k	-	45,442	-	-	18,000
Rep. Veh. > \$10k	1,193,374	2,586,773	794,828	864,029	1,195,263
GRAND TOTAL	\$ 1,196,038	\$ 2,646,507	\$ 818,828	\$ 888,029	\$ 1,233,263

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) \$20,000

Capital - Unless Noted, All Items Approved CIP - Two-Post Vehicle Lift \$18,000, Chevrolet Pickup 3/4T UTB \$41,379, Chevrolet Impala \$35,730, Ford Bucket Truck \$112,658, Condor Compactor Truck \$284,009, Chevrolet Pickup 1T \$41,657, Caterpillar Front Loader \$219,959, John Deere Tractor \$56,118, Caterpillar Backhoe \$138,510, Case Front Loader \$229,113, Chevrolet Pickup 3/4T \$36,130

FUND: Health Benefit Plan
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Administration
CODE: 2022

ACTIVITY DESCRIPTION:

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

Interest on investments represents the interest attained on the Health Benefit Plan investment held in the WyoStar account.

INSURANCE FUND					
Health Benefit Plan Revenue	Actual	Actual	Original	Adjusted	Requested
701-00-00-300	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Interest Earnings	566	428	400	400	200
Interest on Investments	2,939	6,210	4,600	4,600	9,400
Unrealized Gain/Loss	(823)	1,763	-	-	-
Health Plan Premiums & Cont.	3,661,553	4,698,806	4,675,000	4,675,000	4,905,000
Health Plan Retiree Premiums	294,565	407,564	365,000	365,000	392,800
Miscellaneous	2,869	947	-	-	-
Interfund Operating Transfer In	413,555	-	-	-	-
Application of Unassigned Cash	-	-	-	-	213,636
GRAND TOTAL	\$ 4,375,223	\$ 5,115,719	\$ 5,045,000	\$ 5,045,000	\$ 5,521,036

FUND: Health Benefit Plan
UNIT: Health Benefit Plan



City of Gillette, Wyoming

DEPT: Administration
CODE: 2022

ACTIVITY DESCRIPTION:

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

INSURANCE FUND			Original	Adjusted	Requested
Health Benefit Plan	Actual	Actual	Budget	Budget	Budget
701-20-22-419	2014-15	2015-16	2016-17	2016-17	2017-18
Benefit Contract Services	-	-	9,000	9,000	9,000
Administrative Fees	207,226	230,418	220,000	220,000	226,800
Medical Claims	2,638,009	3,857,969	3,500,000	3,500,000	4,100,000
Prescription Claims	842,460	908,385	825,000	825,000	850,000
Dental Claims	247,848	270,555	260,000	260,000	260,000
ST Disability Claims	23,443	13,607	15,000	15,000	15,000
Interfund Transfers	-	30,000	58,482	58,482	60,236
GRAND TOTAL	\$ 3,958,986	\$ 5,310,934	\$ 4,887,482	\$ 4,887,482	\$ 5,521,036

FUND: Property and Liability Insurance
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Administrative Services
CODE: 702

ACTIVITY DESCRIPTION:

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

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

INSURANCE FUND					
Prop/Liab Ins Revenue	Actual	Actual	Original	Adjusted	Requested
702-00-00-300	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Interest on Investments	1,130	1,578	1,200	1,200	2,700
Unrealized Gain/Loss	(256)	549	-	-	-
Incident Reimbursement Revenue	122,925	34,400	100,000	100,000	100,000
Miscellaneous	30	1,643	-	-	-
Interfund Operating Transfer In	-	40,593	-	-	-
Transfer from City Depts	598,574	564,502	627,068	627,068	654,684
Application of Unassigned Cash	-	-	-	-	-
GRAND TOTAL	\$ 722,403	\$ 643,264	\$ 728,268	\$ 728,268	\$ 757,384



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 FY18 is for \$167,238,536 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 including an additional \$4,000/year for the Police Department. It also funds training for the members of the Liability Pool Board members at \$2,000 per year.

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, Pamela Boger, also serves as Secretary/Treasurer for the Liability and Property Pools.

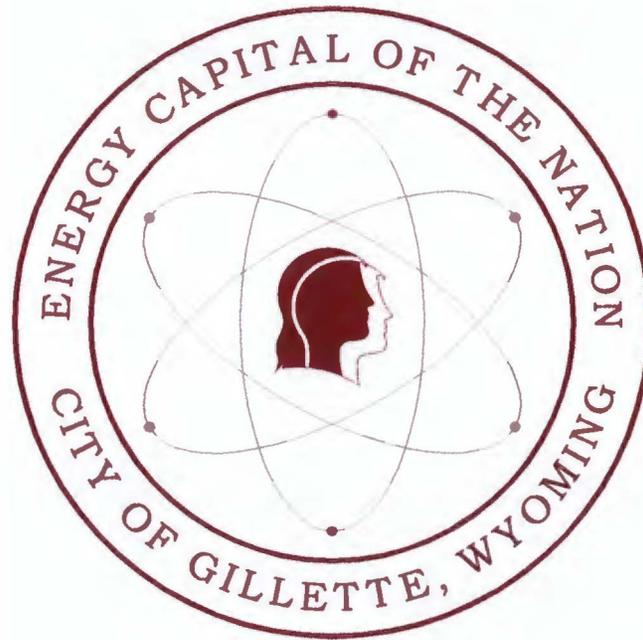
MAJOR GOALS FOR FY 2017/2018

- To work closely with the WARM Board to maintain or lower premiums.
- To work with City staff to maintain a low claim rate.
- To be actively involved in both the Property and Liability Pools to ensure the City of Gillette is fairly represented.
- To ensure the Statement of Values (SOV) is maintained and accurate and that timely updates are provided to WARM.

INSURANCE FUND					
Property & Liability Insurance	Actual	Actual	Original	Adjusted	Requested
702-30-38-419	2014-15	2015-16	Budget	Budget	Budget
			2016-17	2016-17	2017-18
Prop & Liab Insurance	611,441	516,495	507,868	507,868	532,734
Bad Debts	391	160	-	-	-
Claims	166,785	126,204	125,000	125,000	125,000
GRAND TOTAL	\$ 778,617	\$ 642,859	\$ 632,868	\$ 632,868	\$ 657,734

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Adopted Capital Improvement Plan



**City of Gillette
Fiscal Year 2017-2018**

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

Description	Account	Priority	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Total
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DEPT: ADMINISTRATION

DIV: Mayor & Council

Capital Requests (items \$5000 or over)

Artwork	47710			5,000	5,000	5,000	5,000	20,000
Mayor & Council - Total			0	5,000	5,000	5,000	5,000	20,000

DIV: Public Access

Capital Requests (items \$5000 or over)

Upgrade Control Room 1 for HD Broadcast	47510	1		100,000				100,000
CH Community Room Upgrade	47510	1			150,000			150,000
Tightrope Cablecast and Carousel Replacement	47510	1				25,000		25,000
Character Generator Replacement	47510	2				20,000		20,000
EditShare Video Server Replacement/Upgrade	47510	1					15,000	15,000
Public Access - Total			0	100,000	150,000	45,000	15,000	310,000

DIV: Special Projects

Capital Requests (items \$5000 or over)

City West Construction/Remodel Phase II	47210		162,427	2,578,997				2,741,424
HVAC Project Upgrades	47210			50,000		300,000		350,000
Gillette Aquatic Park (Placeholder)	47310						6,350,000	6,350,000
Special Projects - Total			162,427	2,628,997	0	300,000	6,350,000	9,441,424

ADMINISTRATION TOTAL			162,427	2,733,997	155,000	350,000	6,370,000	9,771,424
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021

Description	Account	Priority	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Total
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DEPT: ADMINISTRATIVE SERVICES

DIV: Information Technology Services

Capital Requests (items \$5000 or over)

Replacement Phone Routers	47510	1	15,000					15,000
Switch Upgrades & Replacements	47510	2		75,000	44,000	44,000	80,000	243,000
Blade Center & Storage Upgrades	47510	3		190,000	190,000	140,000	90,000	610,000
Replacement Telephony Servers	47510	4		28,000				28,000
Information Technology Svcs. - Total			15,000	293,000	234,000	184,000	170,000	896,000

DIV: Vehicle Maint. / Fleet Rentals

Capital Requests (items \$5000 or over)

Two-Post Vehicle Lift	47510	1	18,000					18,000
Fleet Rental - Total			18,000	0	0	0	0	18,000

ADMINISTRATIVE SERVICES TOTAL			33,000	293,000	234,000	184,000	170,000	914,000
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DEPT: POLICE

DIV: Police

Capital Requests (items \$5000 or over)

Mobile Radio Replacement	47510				80,000	80,000	80,000	240,000
High Volume Copier for Police Department	47510				15,000			15,000
Police - Total			0	0	95,000	80,000	80,000	255,000

POLICE TOTAL			0	0	95,000	80,000	80,000	255,000
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City of Gillette – Proposed Capital Improvement and 1% Plan 2017-2021

Description	Account	Priority	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Total
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DEPT: PUBLIC WORKS

DIV: Streets

Capital Requests (items \$5000 or over)

Stormwater Compliant Vac Dump Site	47510			110,000				110,000
Parking Lot Rehabilitations	44330			250,000		250,000		500,000
Streets - Total			0	360,000	0	250,000	0	610,000

PUBLIC WORKS TOTAL			0	360,000	0	250,000	0	610,000
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GENERAL FUND TOTAL			195,427	3,386,997	484,000	864,000	6,620,000	11,550,424
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021

Description	Account	Priority	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Total
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DEPT: UTILITIES

DIV: Utilities Administration

Capital Requests (items \$5000 or over)

None Requested								0
Utilities Administration - Total			0	0	0	0	0	0

DIV: Electrical Engineering

Capital Requests (items \$5000 or over)

Fiber Improvements	47430		99,600	116,600	93,600	108,600	100,200	518,600
Electrical Engineering - Total			99,600	116,600	93,600	108,600	100,200	518,600

DIV: Madison Project

Capital Requests (items \$5000 or over)

Gillette Regional Water - District Extensions	47414		2,929,000	2,579,933	4,477,700	7,470,447	34,081,919	51,538,999
Madison Water Load Out Facility	47411		400,000					400,000
Madison Project - Total			3,329,000	2,579,933	4,477,700	7,470,447	34,081,919	51,938,999

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

Description	Account	Priority	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Total
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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 - Distribution	47520	3	48,300	49,300	48,300	9,570	44,600	200,070
SCADA Upgrades - Water - Transmission	47520	4	79,260	37,240	88,300	300,000	94,400	599,200
Snow Plow Attachment for Unit #172	47610	5	5,500					5,500
Madison Pump Station Roof	47510			150,000				150,000
Bobcat Compact Excavator w/ Trailer (E50 T4)	47610			81,136				81,136
Water Fund - Total			678,060	882,878	881,800	854,570	684,000	3,760,906

DIV: Swimming Pool

Capital Requests (items \$5000 or over)

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

DIV: Power Fund

Capital Requests (items \$5000 or over)

WYGen III Capital Projects	47810	1	1,586,556	333,861	664,349	164,409	687,294	3,436,469
New Distribution Lines (Partial transfer from 1% Fund)	47430	2	2,255,000	2,255,000	2,255,000	2,255,000	2,325,000	11,345,000
Land, Easements, ROWs	47110	3	500,000	365,000	250,000	250,000	250,000	1,615,000
SCADA Upgrades - Electrical Services	47520	4	24,750	24,750	24,750	25,000	25,000	124,250
Upgrade Bucket Truck Unit #80	47510	5	33,000					33,000
CT II Capital Projects	47815	7		1,084,000	570,000			1,654,000
69KV Line Feed to Union Chapel Substation	47430	8					649,404	649,404
Power Fund - Total			4,399,306	4,082,611	3,784,099	2,694,409	3,936,698	18,857,123

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

Description	Account	Priority	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Total
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DIV: Sewer Fund

Capital Requests (items \$5000 or over)

Grit Washer Replacement	47510	1	125,000					125,000
Unit 192 Utility Box	47510	3	14,000					14,000
UV Gate Valve Replacement	47510		54,000					54,000
SCADA Upgrades - Wastewater	47520		243,296	100,000	100,000	100,000	100,000	643,296
WWTP Potable Water Main Replacement	47510	2		400,000				400,000
Anaerobic Digester Cleaning/Sandblasting/Coating	44320			400,000				400,000
Yard Waste High Speed Chipper	47510	4			350,000			350,000
Sewer Fund - Total			436,296	900,000	450,000	100,000	100,000	1,986,296

UTILITIES TOTAL			8,942,262	8,546,820	9,466,999	11,228,026	38,902,817	77,086,924
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UTILITIES TOTAL LESS MADISON			5,613,262	5,968,887	4,989,299	3,757,579	4,820,898	25,147,925
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Capital Requests Total w/ Madison			9,137,689	11,933,817	9,950,999	12,092,026	45,522,817	88,637,348
Capital Requests Total w/o Madison			5,808,689	9,353,884	5,473,299	4,621,579	11,440,898	36,698,349

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

Description	Account	Priority	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Total
1% Projects								
Pavement Management System	44331							
Pavement Management System	44331		3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	18,000,000
Alley PMS	44331		250,000	250,000	250,000	250,000	250,000	1,250,000
Pavement Rehabilitation - Large Patches	44331		150,000	150,000	150,000	150,000	150,000	750,000
PAVER - Inspections/Update OCIs	44310					85,000		85,000
WWTF Pavement Replacement Project	44331					2,200,000		2,200,000
Pavement Management System - Total	44331		4,000,000	4,000,000	4,000,000	6,285,000	4,000,000	22,285,000
Sidewalk Repairs	44332							
Pathway Repairs - Annual Program	44332		125,000		125,000		125,000	375,000
Sidewalk Repairs - Annual Program	44332			125,000		125,000		250,000
Sidewalk Repairs - Total	44332		125,000	125,000	125,000	125,000	125,000	625,000
Land/Easements/ROWS	47110							
Surveying Services	47110		10,000	10,000	10,000	10,000	10,000	50,000
Lakeway / Hwy 59 Intersection - ROW Acquisitions	47110		85,500					85,500
Foothills Blvd Curves - ROW Acquisitions	47110		100,000					100,000
SWMP - Land Acquisitions for Regional Detention	47110			250,000		250,000		500,000
Western Drive Corridor - ROW Acquisitions	47110				150,000		150,000	300,000
Land/Easements/ROWS - Total	47110		195,500	260,000	160,000	260,000	160,000	1,035,500
Buildings	47210							
None Requested	47210							0
Buildings - Total	47210		0	0	0	0	0	0
Beautification Programs	47301							
Beautification Projects along Major Streets	47301		120,000	825,000	400,000	400,000	400,000	2,145,000
Community Wide Drive and Drop	47301		50,000	50,000	50,000	50,000	50,000	250,000
Beautification Programs - Total	47301		170,000	875,000	450,000	450,000	450,000	2,395,000
Park Development								
None Requested	47310							0
Park Development - Total	47310		0	0	0	0	0	0

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

Description	Account	Priority	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Total
Park Improvement	47311							
Irrigation Improvements	47311		635,000	540,000	415,000	437,000	310,000	2,337,000
Park Improvements	47311		98,000	236,000	262,000	180,000	300,000	1,076,000
Parks Improvements - Total	47311		733,000	776,000	677,000	617,000	810,000	3,413,000
Street Enhancements	47401							
Foothills Boulevard Curves/Drainage	47401		25,000	260,000	3,135,000			3,420,000
Lakeway Rd. Intersection Improve @ Hwy 59	47401		20,000	50,000	500,000			570,000
Winland Industrial Park - Street Improvements	47401			143,000	1,483,000			1,626,000
Boxelder Rd Improvements - 4J Road to Emerson	47401					550,000	3,150,000	3,700,000
Raymond Ave and Hitt Blvd Paving	47401						1,320,000	1,320,000
6th St. Reconstruction - 4J Rd to Gillette Avenue	47401						250,000	250,000
Street Enhancements - Total	47401		45,000	453,000	5,118,000	550,000	4,720,000	10,886,000
Streets & Major Road Extensions	47402							
Madison Street Extension	47402		155,500					155,500
Transportation Studies & Master Plan Update	47402			10,000	10,000	10,000	10,000	40,000
Grade Separated Railroad Crossing	47402				300,000			300,000
Streets & Major Road Extensions - Total	47402		155,500	10,000	310,000	10,000	10,000	495,500
Traffic Signals	47403							
School Zone Signal Timer Upgrade	47403			65,000				65,000
Traffic Signal Installations	47403			360,000		360,000		720,000
Pedestrian Crossing Enhancements	47403				80,000		80,000	160,000
Traffic Signals - Total	47403		0	425,000	80,000	380,000	80,000	945,000
Bridges	47404							
Gurley Overpass Repairs	47404		720,000	15,000	1,500,000	15,000	250,000	2,500,000
Donkey Creek - Butler Spaeth Bridge	47404		25,000	12,000				37,000
Bridges - Total	47404		745,000	27,000	1,500,000	15,000	250,000	2,537,000
Drainage Projects	47405							
General Drainage Improve - Annual Program	47405		200,000	200,000	200,000	200,000	200,000	1,000,000
Fishing Lake Imp - Bank Stabilization & Dredging	47405			4,100,000				4,100,000
Westover Park Detention Pond	47405				120,000	1,320,000		1,440,000
Regional Storm Water Detention Ponds	47405					300,000	3,700,000	4,000,000
Drainage Projects - Total	47405		200,000	4,300,000	320,000	1,820,000	3,900,000	10,540,000

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

Description	Account	Priority	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Total
Bike and Walking Pathways	47406							
Sidewalks - New - Annual Program	47406							0
Pathways - New Installations	47406							0
Bike and Walking Pathways - Total	47408		0	0	0	0	0	0
Water Mains	47410							
Water Main Replacement	47410	1	3,600,000	3,400,000	6,100,000	2,000,000	3,400,000	18,500,000
Water Mains - Total	47410		3,600,000	3,400,000	6,100,000	2,000,000	3,400,000	18,500,000
Water Transmission Lines	47411							
Zone 2 Storage & Water Transmission Improve.	47411						12,300,000	12,300,000
Water Transmission Lines Total	47411		0	0	0	0	12,300,000	12,300,000
Wells/Production/Collection	47412							
Pump Station #1 Disinfection Replacement	47412				2,300,000			2,300,000
Wells/Production/Collection - Total	47412		0	0	2,300,000	0	0	2,300,000
Water Storage/Reservoirs	47413							
Water Tank Rehab (Z1-R2 Dump Hill Tank)	47413	2		900,000				900,000
Water Tank Rehab (Z1-R3 7MG Terminal Res)	47413			1,300,000				1,300,000
Concrete Apron Repairs (Z1-R5 Tank)	47413					400,000		400,000
Water Storage/Reservoirs - Total	47413		0	2,200,000	0	400,000	0	2,600,000
Sanitary Sewer Mains	47420							
Sanitary Sewer Main Replacement	47420	1	1,600,000	1,200,000	3,500,000	2,400,000	2,900,000	11,600,000
WWTF Screening Replacement Project	47420				1,400,000			1,400,000
Cam-Plex Lift Station Capacity Upgrade	47420					2,500,000		2,500,000
Sanitary Sewer Mains - Total	47420		1,600,000	1,200,000	4,900,000	4,900,000	2,900,000	15,500,000
LID Improvements	47440							
Interstate Industrial Park LID - Water System	47440		2,050,000					2,050,000
Winland Industrial Park LID - Water/Sewer System	47440			63,500	710,500			774,000
LID Improvements - Total	47440		2,050,000	63,500	710,500	0	0	2,824,000

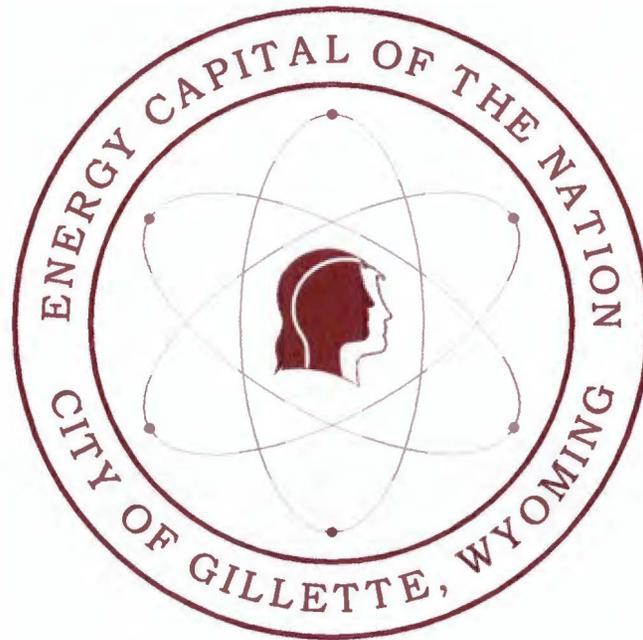
City of Gillette -- Proposed Capital Improvement and 1% Plan 2017-2021

Description	Account	Priority	Fiscal Year 17-18	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Total
Rail Spur Modification - Total	47450							0
Furn/Fixtures/Equip	47510							
None Requested	47510							0
Furn/Fixtures/Equip - Total	47510		0	0	0	0	0	0
Community Contributions	49004							
Youth, Senior & Community Contributions	49003		798,000	800,000	800,000	800,000	800,000	3,998,000
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
Community Contributions - Total	49004		1,225,500	1,227,500	1,227,500	1,227,500	1,227,500	6,135,500
Transfer Out	49110							
Transfer to Power Fund for New Distribution Lines	49110		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Transfer Out - Total	49110		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Contingency - Total	49204		0	0	0	0	0	0
1% Projects - Total			15,844,500	20,342,000	28,978,000	35,019,500	35,132,500	120,316,500

1% Budgeted Revenue

Residual Sales Tax - Cash-On-Hand 6/30/17	12,569,000
FY18 Sales Tax - To Fund External Entities	1,225,500
Grant/Loan Revenue	2,050,000
Total 1% Budgeted Revenue	15,844,500
Surplus/(Deficit)	0

Adopted Funding Requests



**City of Gillette
Fiscal Year 2017-2018**

City of Gillette
Summarized Funding Requests for Fiscal 2017-18
Outside Agencies, Social Services Agencies, & Other Agencies

	2016-17 City APPROVED FUNDING	2017-18 City REQUESTED FUNDING	2017-18 City COUNCIL 1ST REVIEW	2017-18 Adjusted COUNCIL 4/25/17 REVIEW	2017-18 City COUNCIL APPROVED
AGENCY REQUESTS FUNDED THROUGH 1%					
1 American Legion Post 42 Baseball	\$ -	\$ 10,000	\$ -	\$ -	\$ -
2 American Red Cross	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 8,748
3 AVA	\$ -	\$ 4,500	\$ -	\$ -	\$ -
4 Boys & Girls Club of Campbell County	\$ 67,000	\$ 67,000	\$ 67,000	\$ 67,000	\$ 65,123
5 Campbell County Adult Drug Court	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,206
6 Campbell County Parks & Recreation-July 4th	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ -
7 CASA Volunteers	\$ 55,000	\$ 53,920	\$ 53,920	\$ 55,000	\$ 53,459
8 CLIMB Wyoming	\$ 29,500	\$ 29,500	\$ 29,500	\$ 29,500	\$ 28,674
9 Council of Community Services	\$ 20,000	\$ 71,000	\$ 20,000	\$ 20,000	\$ 19,440
10 Energy Classic - Holiday Basketball Tournament	\$ -	\$ -		\$ -	\$ -
11 Gillette Abuse Refuge Foundation	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 62,207
12 Gillette Girls Fastpitch Association	\$ -	\$ 10,000	\$ -	\$ -	\$ -
13 Gillette Golf Club	\$ -	\$ -		\$ -	\$ -
14 Gillette Hockey Association	\$ -	\$ -		\$ -	\$ -
15 Gillette Reproductive Health	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 24,300
16 Gillette Thunder Speedway	\$ -	\$ -		\$ -	\$ -
17 Juvenile & Family Drug Court	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 9,720
18 Life RU Ready?					\$ -
19 Pat Weede Memorial Tournament - Camel Wrestling Club	\$ -	\$ -		\$ -	\$ -
20 Personal Frontiers, Inc.	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 29,160
21 Powder River Symphony	\$ -	\$ -		\$ -	\$ -
22 Second Chance Ministries	\$ 15,000	\$ 12,160	\$ 12,160	\$ 15,000	\$ 14,580
23 Senior Citizens Center	\$ 313,000	\$ 278,000	\$ 278,000	\$ 338,000	\$ 328,531
24 Society of Petroleum Engineers-Crawfish Boil	\$ -	\$ 1,000	\$ -	\$ -	\$ -
25 Sunrise Wellness and Recovery (NEW)		\$ 20,000	\$ -		\$ -
26 Wyoming Senior Citizens, Inc.	\$ -	\$ -		\$ -	\$ -
27 YES House	\$ 148,000	\$ 148,000	\$ 148,000	\$ 148,000	\$ 143,854
					\$ -
Sub - Total Agency Operating Requests	\$ 800,000	\$ 857,580	\$ 761,080	\$ 821,000	\$ 798,000
Projected Cap (based on \$13,300,00 budgeted 1% revenue)		6% \$ 798,000	\$ 798,000	\$ 798,000	\$ 798,000
FUNDED THROUGH 1% NOT SUBJECT TO 5% CAP					
Gillette College	\$ 335,000	\$ 485,000	\$ 335,000	\$ 335,000	\$ 335,000
OTHER AGENCIES (GF - Special Projects)					
1 CC Economic Development	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
2 North East Wyoming Economic Development Coalition	\$ -	\$ -			
3 Campbell County Conservation District	\$ -	\$ -			
4 Gillette Main Street	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
5 Northeast Wyoming Growth Alliance	\$ 50,000	\$ 50,000	\$ 46,000	\$ 46,000	\$ 46,000
Sub - Total Other Agencies	\$ 190,000	\$ 190,000	\$ 186,000	\$ 186,000	\$ 186,000
GRAND TOTAL	\$ 1,325,000	\$ 1,532,580	\$ 1,282,080	\$ 1,342,000	\$ 1,319,000