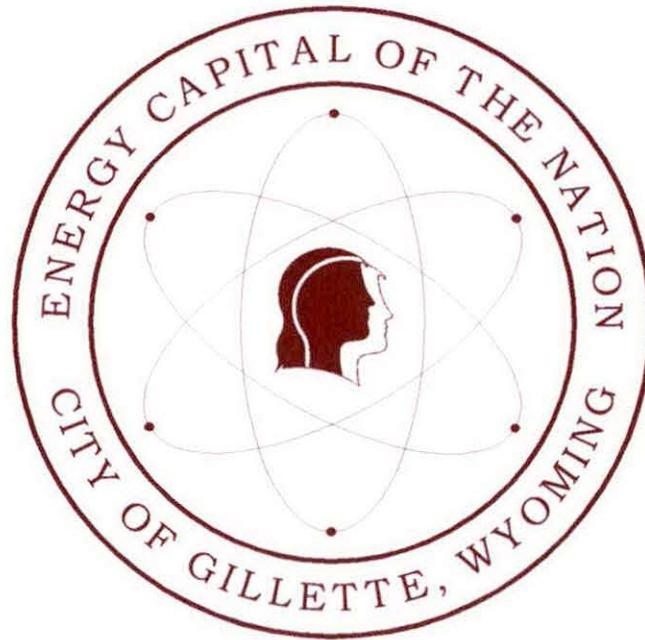
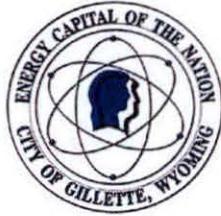


Adopted Operating Budget & Capital Improvement Plan



City of Gillette
Fiscal Year 2018-2019



CITY OF GILLETTE

P.O. Box 3003 • Gillette, Wyoming 82717-3003

www.gillettewy.gov

MEMORANDUM

TO: Her Honor the Mayor and the Honorable Members of the City Council
FROM: Patrick Davidson, City Administrator, City of Gillette
RE: Budget Message for Fiscal Year 2019ⁱ
DATE: May 7, 2018

INTRODUCTION

Pursuant to the direction of the Gillette City Council, and in conformity with Wyoming law, attached is the proposed City of Gillette Budget for Fiscal Year 2019 (FY 2019). The attached budget represents a balanced approach for the funding of the City's General Fund for the upcoming fiscal year. The following is Staff's recommendation and collective suggestions as to how funds should be allocated and ultimately spent in the upcoming year. As always, the attached budget is a suggestion for spending by the Council, but is subject to further direction as Council may deem fit. It is our hope that during the upcoming budget discussions, additional direction may be gained so that the final work product is to Council's satisfaction. As the starting point for these discussions, the City's total proposed budget for FY 2019 is one hundred twenty-four million, five hundred ninety-eight thousand, six hundred thirty-two dollars (\$124,598,632).

SUMMARY OVERVIEW

Preparing the Budget for FY 2019 has proved to be a challenging task. In preparation of the annual budget, Finance and Administration rely heavily on prior years' economic trends, economic indicators, and publicly available data provided by the State of Wyoming and the Wyoming Association of Municipalities. In reviewing economic data for the prior five (5) years, we must consider the highest tax receipts ever for the City in 2015. Additionally, to find the lowest tax receipts for a basic comparison we must look back to 2005. Averaging the data provides little, if any, helpful information. Simply, there were far too many years of growth in our local economy (when compared to recent steep declines) to obtain accurate information to perform any calculations to figure averages in any useful way.

Therefore, the budget is calculated based on a conservative estimate of the data previously relied upon, but more importantly, on the trends in the economy over the past eighteen (18) months. In so doing, our proposed budget in many regards is akin to the budgets of 2006 and 2007 for purposes of revenue comparisons. Obviously, expenditures have altered drastically over the past ten (10) years as the City has grown, therefore, while we look to 2006 and 2007 for revenue indicators, the expense side of the equation is substantially different.

An additional trend must be considered in reviewing the proposed budget for FY 2019. In FY 2016 and FY 2017, a conscious approach was taken to lessen the profound impact the downturn in the City's revenue would have upon the community as a whole: while countless families were impacted by the loss of jobs and the downturn in our economy, our quality of life would be maintained to the extent financially possible.

Appropriate steps were taken by Council to decrease City expenditures including: (1) a Reduction in Force (RIF) to cut staff positions, combine divisions, remove departments, and reduce seasonal staff. A total of 44.75 positions were either reduced, cut or eliminated during this time-period; and (2) implementations of a practice of delayed repair, maintenance, upgrading and replacement of City assets, including computer hardware and software, electronic equipment, vehicles and heavy equipment.

Unfortunately, while such practices work in the short run to artificially reduce expenditures, those costs must be budgeted and incurred in future years. Such actions create a cycle of pushing out into future fiscal years other maintenance and replacement concerns. Ultimately, it creates an unsustainable cycle unless steps are taken as soon as possible to end the cycle. As such, the proposed budget will seek additional costs for items such as computer software and hardware which rely on timely upgrades and replacement to remain efficient.

Finally, as a remedy to declining General Fund revenue in FY 2016 and FY 2017, the City undertook the largest annexation – by population – in Wyoming history. On Tuesday, December 5, 2017, an estimated 1,600 individuals became City residents through the annexation of Crestview Subdivision, Antelope Valley Subdivision, and the Antelope Valley Business Park. This increase in population will trigger additional sales tax revenue to be tendered to the City of Gillette. While the full financial impact of the annexation will not be realized until after the 2020 Census, the long-term revenue impact to the City will be noticeable. Conversely, with the added revenue, comes the obligation to provide the same, high-quality services that all other residents of the City receive, resulting in expenses that initially require the full revenue benefits arising from annexation.

REVENUES

GENERAL FUND

The projected revenues of the General Fund form the basis of the entire budget presented herein. The projected General Fund revenues for FY 2019 are thirty-two million, forty-two thousand, eight hundred twenty-four dollars (\$32,042,824). This estimate indicates the City has found the bottom of the local economy in FY 2018, and that we will continue to expect a slow predictable increase in the

economy in the upcoming year. However, as optimistic as staff may be towards the future, it is important to note that this optimism has not driven the budget presented. Consequently, every aspect of revenue for the General Fund is provided cautiously and conservatively to ensure a balanced budget.

UTILITIES

Beginning in FY 2013, the Gillette City Council mandated that staff provide a utility rate forecast (proforma) annually to the Council. The proforma estimates the performance of each of the enterprise funds over a five (5) year period, while taking into consideration the need for any rate adjustments in each fund on an annual basis. This year's proforma review occurred on January 30 and February 13, 2018 wherein Council provided direction to review the need for a rate adjustment solely for the waste water fund, while leaving the rates for the other enterprise funds unchanged.

Historically, the Council has also allowed for the use of Optional 1% tax revenue be used as a means of supplementing the capital expenditures for the enterprise funds to keep utility rates as low as possible. This budget, and the discussion of the individual enterprise funds below, assumes this practice will continue through FY 2019. In the event the Optional 1% tax is not renewed, and that revenue stream lost, all enterprise funds will need to be reviewed for upward rate adjustments before the end of the fiscal year.

WATER FUND

Through the development of the Madison Regional Water Project, the City calculates rates, and operates this fund in a manner somewhat different than other municipal water systems. The rates charged by the City are made up of two factors: transmission and distribution. Transmission rates are those costs associated with the movement of water from the well field in Crook County to Gillette. The distribution rates are those rates associated with the infrastructure and delivery of water within the City, itself.

The water fund is financially solid. Currently, there are no concerns with the operation of this fund years into the future. Currently, staff is evaluating the fund and its dynamics as additional development of the system, and the inclusion of regional extensions into the system, occurs. The water fund will operate without any currently known revisions through FY 2019.

SOLID WASTE FUND

In 2017 several changes were made to the basic operations of the solid waste fund. These changes included: (1) the removal of 3-yard dumpsters for residential customers resulting in a reduction of tipping fees associated with those dumpsters; (2) assisting the privatization of the recycling program through an independent contractor; and (3) replacement of aged and maintenance heavy garbage trucks with new, high efficient models. The effects of these changes were substantial enough, that the fund required no increase or variation in its financial operations, even with absorbing the additional customers through annexation, and the moving of the County's solid waste facility twelve (12) miles North of the City.

The fund is projected to operate above optimal operating conditions for FY 2019. If the County's tipping fees remain unchanged at \$75/ton, fuel prices remain relatively stable, and other programs are not implemented within this fund, there should be no need for fee increases for several years to come.

WASTE WATER FUND

The City's waste water facility is one of the more aged facilities and operations of the City. As previously presented, City staff has identified approximately \$25MM in repairs and upgrades that have been included in the City's five-year Capital Improvement Program (CIP).

During the January 30, 2018 workshop, Council authorized the City to work with the Nebraska Municipal Public Power Pool (NMPP) to evaluate the health of the waste water fund, determine appropriate cash reserves, and develop and update its financial model. The recommendation from NMPP was to establish a rate structure which would allow for an increase in the annual waste water revenue by 5.5% for the next five (5) consecutive years to meet the fund's target cash reserve balance. The increased rates, as established by Council, have been incorporated into the FY 2019 budget.

ELECTRICAL FUND

The City is one of the few municipalities within the State which are allowed to have ownership in its own power plant. The City is the sole owner of the CT II turbine, and holds a 23% ownership in the WYGEN III power plant. This ownership interest also requires a 100% responsibility for maintenance, upgrades and upkeep in the CT II turbine and a 23% responsibility for maintenance, upgrades and upkeep of the WYGEN III facility.

The City's private industry partners largely dictate the maintenance and upgrades to the plant. As part of their long-term planning requirements, they sometimes look to different factors than the City in timing these actions. They rely more upon market conditions, costs of materials, equipment depreciation, and tax ramifications for their actions. They likewise must balance these costs with the needs and requirements of their shareholders. Ultimately, they time many of our maintenance and upgrades to the facility. The electrical fund builds into its budget, the known repairs to the system, however, it is the timing of those repairs that remains somewhat beyond our control.

The fund is projected to operate at appropriate income levels for FY 2019, by using \$1.7MM in reserves to balance FY 2019. Staff did not seek rate increases during the February 13, 2018 Enterprise Funds work session. However, it should be noted staff will be recommending a 1.5% rate increase in FY 2020 which may span several consecutive years in order to shore up this particular fund.

EXPENSES

GENERAL FUND

The direction provided to all Department and all Divisions falling within the General Fund were given fairly specific direction in creating the FY 2019 budget: with only the rarest of exceptions, Hold the Line. As a general matter, the same exact instruction was provided to those outside organizations which also receive their funding, or a portion thereof, from the General Fund. It was only with solid justification and a demonstrated need were changes implemented in both the City's own internal functions, as well as external organizations.

GENERAL FUND EXPENDITURES OF EXTERNAL ORGANIZATIONS

The operations of the General Fund are burdened by the funding of external organizations which are separate from the general operations of the City of Gillette. While many of these external organizations are a benefit to the community, they provide no independent revenue stream to the General Fund. As such, they are expenses to the City as an organization for which there is generally no offsetting financial benefit.

1. Fire Department: The funding of the Fire Department is set by means of a Joint Powers Agreement (JPA) between the City of Gillette and Campbell County. The JPA was amended on June 7, 2016 to provide for automatic increases in the operating expenses incurred by the City in upcoming years. For FY 2019, the Joint Powers Agreement requires the City to be responsible for 30% of operating expenses, and the City to be responsible for 49.5% of capital and vehicle depreciation for the Department. Overall, at a minimum, this translates to a \$250,000 increase in the operating expenses to be incurred by the City (from FY 2018), subject to funding and appropriation by the Council. As of May 1, 2018, the County has provisionally approved approximately \$3.29MM for operations, and approximately \$400,000 for capital and vehicle depreciation. The proposed budget for the City for FY 2019 is as follows: operations contribution of \$1.34MM, capital contribution of \$173,007, and vehicle depreciation contribution of \$250,000. The amount included in this proposed budget is approximately \$250,000 less in operations than what was originally requested from the Fire Department, and consistent with the position taken with the County in determining its funding level for the Fire Department.

2. CAM-PLEX: The CAM-PLEX is managed through the Campbell County Joint Powers Public Land Board and a JPA. As of May 1, 2018, the County has provisionally approved approximately \$2.72MM for operations, and approximately \$550,000 for capital and vehicle depreciation. The proposed budget from the City for FY 2019 is as follows: \$680,158 in operating expenses, a capital contribution of \$311,500, and vehicle depreciation contribution in the amount of \$83,000. These amounts are consistent with the funding requests from the CAM-PLEX.

3. Gillette College: Gillette College is funded in several separate and distinct ways through the City. For the purposes of the General Fund, the City makes annual payments on the Resident Housing Facility in the amount of \$1,085,000 per year plus interest. This long-term funding obligation will continue to have an impact as a General Fund expense through FY 2026-2027. The facility is managed by Gillette College, and any income stream received from the College (budgeted this year in the amount of \$244,288) is simply

used to offset the ongoing financial obligation the City has towards the Resident Housing Facility. This year, the total sum of \$1,085,000 is allocated to this payment plus accrued interest in the amount of \$222,022.

4. Gillette Main Street Program: The Gillette Main Street program will now be in its fifth year of receiving General Fund contributions. The program was provided funds through its initial two (2) years for purposes of offsetting the costs of hiring and retaining a full time Executive Director. During that time, the funding from the City was set at \$40,000. The funding was then reduced to reflect the contraction of the local economy, and with it, the City's General Fund revenues. The amount budgeted this year is consistent with last year in the amount of \$20,000.

5. Energy Capital Economic Development: The mission of the Energy Capital Economic Development is to "stimulate and facilitate a diverse economy through business retention, expansion, and recruitment".ⁱⁱ The City of Gillette has consistently been a member of the organization and a financial supporter. The sitting Mayor and City Administrator are permanent members of the Board of Directors, allowing for some influence over the activities of the organization. For the upcoming year, the budget anticipates providing funding in the amount of \$120,000. The amount budgeted is consistent with last year's budget.

6. Northeast Wyoming Growth Alliance: This organization, NEWGA, is a cooperative group made up of Gillette, Buffalo, and Sheridan which seeks to encourage new businesses and economic growth in the area. The Board of Directors includes the Mayor and the City Administrator. Additionally, the Executive Director of ECED is on the technical advisory board. The amount budgeted for this upcoming fiscal year is identical with last year's budget in the amount of \$46,000.

ONE-PERCENT (1%) FUND

Beginning in 2017, Council undertook a new method to the allocation and use of Optional 1% funds. Rather than projecting the 1% revenues into the future and budgeting accordingly, the Council undertook to only spend those funds for which cash was physically held by the City. The cash-on-hand approach to 1% has continued to be a success. It has allowed for a managed approach to projects, allowed for matching funds to be readily available for grant projects, and has been positive in every regard. The policy is continued within this budget.

The Optional 1% tax has been the topic of intense dialog over the past six (6) months. The five (5) listening sessions organized between the City, Campbell County, and the Town of Wright have provided for detailed discussions that had not taken place in years past. It was an opportunity to educate the community on how each entity wisely uses the Optional tax funds for the benefit of our respective citizens. The budget presented assumes the optional 1% tax will pass as a ballot measure in November 2018. As such, the budget anticipates \$16.4MM will be available for construction projects and other 1% projects as cash-on-hand.

SOCIAL SERVICE FUNDING

Pursuant to Council instruction, the budget is prepared with the same funding levels for those social service agencies who received funding last year. Overall, funding is to remain at the same exact funding levels, except for Boys and Girls Club of Campbell County,

Council of Community Services, Gillette Reproductive Health, and Second Change Ministries. After appearing before Council, the Council has directed minor increases in the funding of these four (4) social services agencies. The overall effect on the budget is nominal in this regard.

In 2012, the Gillette City Council passed Resolution 2356 which was designed to place a cap on the amount of 1% funds that could be allocated towards social service agencies. The rationale for this cap was due to the overall amount of revenue received through the Optional 1% tax which was going towards social services agencies. However, in FY 2016 it became apparent that insufficient funds would exist for social service funding – at static levels – if Staff was required to maintain the cap of 5%. Consequently, the Council, in 2017 directed a Resolution be prepared that would make a one-time exception and increase the funding to 6% to continue to fund social service agencies at prior funding levels.

This year, at Council’s direction, a similar Resolution has been prepared regarding social service funding. Through the return of the local economy, Staff had recommended that the 6% was not necessary for an additional year, but that programs could still be funded at their equivalent rate if a 5.5% rate was allocated for social service agencies. As such, Resolution 2660 was passed on May 1, 2018, which provided a cap of 5.5% of the Optional 1% tax to be allocated for social service agencies.ⁱⁱⁱ

GILLETTE REGIONAL WATER SUPPLY PROJECT

The Gillette Regional Water Supply Project, commonly known as the “Madison Project” is one of the largest, if not the largest, water projects undertaken by the State of Wyoming. The total estimated costs of this project, when completed, is \$217,000,000 which does not consider additional funding for the Regional/District extensions. Funding for this project is made through a series of annual grants from the State of Wyoming, a loan from the State of Wyoming to the City of Gillette, and a Local Capital Facilities Tax. Through the construction of the Madison Project, the City has been responsible for prioritizing smaller aspects of construction by identifying priority projects in advance. FY2018-2019 have identified the following Madison projects:

Priority 3

(FY2018-2019) American Rd. Freedom Hills, Meadow Springs, and Crestview. Construction expenses in the amount of \$3.57MM

Priority 4

(FY2018-2019) Fox Ridge, Rozette Ranchettes, and Buckskin. Design and Construction expenses in the amount of \$2.7MM.

Of these amounts, the Wyoming Water Development Commission, in the 2018 Omnibus Water Bill, has recommended \$2,391,900 in grant funding for Priority 3 and \$1,809,000 in grant funding for Priority 4. The remaining funds to be expended on these projects will come from the Local Capital Facility Tax funds currently held by the City.

HUMAN RESOURCES

As of the writing of this Memorandum, the City of Gillette currently has 274.75 full time equivalent (FTE) positions. The City is down a total workforce of 44.75 full time equivalent positions since 2014. (The highest employed by the City was 319.5 FTE, in addition to 41 seasonal employees.) This reduction is a combination of: (1) reduction in force (RIF) measures; (2) combining positions; (3) removing entire departments through restructuring; and (4) the reduction in seasonal staff. However, while the overall revenue of the City declined substantially, the overall size of the community remained relatively stable demanding the same high level of service provided in years past. In addition, through the Antelope and Crestview Annexation, an additional 1,600 individuals became citizens of Gillette. The City, as an organization, has performed admirably in all that has been requested with reduced staff. However, the trend cannot continue. As such, a total of three (3) positions are built into this budget that did not appear in last year's budget. They are as follows: Purchasing Specialist, IT Support Technician, and Water Operator.

As discussed at length in the year leading up to annexation, there was an identified need for additional staff to address the annexation. These positions included: four (4) police officers, a streets operator, and a part-time code compliance officer. These positions are calculated in the budget based on the exact same information previously provided to Council through the annexation process.^{iv}

Effective July 1, 2016, the City stopped the process of providing for automatic mid-point adjustments for newly hired employees at the City. Additionally, the budgets for FY 2017 and FY 2018 did not include any merit pay increases. The FY 2019 budget, as presented, does not include any mid-point adjustments, nor does it anticipate any merit pay increases in the upcoming fiscal year.

Additionally, in August 2016, employees were asked to take a five percent (5%) decrease in take-home pay by means of a reduction in the Council contributed employee match into the Wyoming Retirement System. The position advanced by Council was that this amount would be reinstated when the financial conditions were such that it could be re-budgeted. In keeping its word, Council has previously reinstated 2.5% of the employee match back into the Wyoming Retirement System. This amount is included in the budget as presented. However, it would not appear appropriate to return the remaining 2.5% in FY 2019. The reasoning is two-fold: First, it is unclear if the City's revenue in the general fund will be sufficient in the upcoming year to allow for this to occur while maintaining sufficient control over General Fund expenditures; and second, the State of Wyoming during the 2018 Legislative Session, raised the overall State retirement for non-law enforcement positions by 2% overall, implemented over 4 years. This means for FY 2019, the obligation upon the employer and employee is an additional 0.25% each into the Wyoming Retirement System. The budget, as prepared, acknowledges the increase, and seeks to absorb the entire 0.5% on behalf of the employee and employer for FY 2019.^v

RESERVES

GENERAL FUND

The policy taken by the City Council over the past eighteen (18) months has been to limit the burn rate for reserves through sweeping changes in City operations. Those measures were largely implemented through the FY 2018 budget, and demonstrated the impact on our overall financial health. The General Fund has recouped and maintained \$9.4MM in the 120-day operating reserves that have not

yet been touched. The \$5.5MM originally set aside for an aquatic park, and more recently considered an emergency fund, remains untouched. These reserves have proven their value to the City, and the Community. Until such time as the State of Wyoming assists in creating more sustainable funding opportunities for municipalities, we must rely on a healthy reserve policy to ensure our ability to function.

UTILITY RESERVES

Under the financial policies set by Council, each enterprise fund is required to maintain a ninety (90) day operating reserve, and one full years' worth of capital depreciation reserves.

1. Water: The water fund, in total, has approximately \$4.6MM in available cash-on-hand, in addition to approximately \$7.7MM in excess Cap tax funds. As previously discussed during the proforma presentation, it is difficult to determine the balance of each component until construction of the Madison project, and its Regional Extensions is complete. In both instances the sums on-hand are in excess of the targeted reserves. While not only demonstrating no need to currently adjust rates, it also indicates there is no pressing demand to adjust reserves for the upcoming fiscal year.^{vi}

2. Sanitation and Solid Waste: For FY 2019 the projections for solid waste are an available fund balance of \$1.457MM, with operating reserves of approximately \$728,000, and capital reserves of \$3,000.^{vii} The prior year's rate model for solid waste had indicated a modest rate increase of 2%-3% for FY 2017-2018 through FY 2020-2021. However, the updated and actual performance history and updated budget projections indicated that the fund could continue to sustain itself through FY 2021-2022 without incurring an increase in rates. As such, from an operations perspective the fund is solid. In looking then to the reserves of the fund, short of an increase in County tipping fees, the reserve amounts are correct for the fund.

3. Waste Water: For FY 2019 the projections for waste water are an available fund balance of approximately \$1MM, with operating reserves of \$914,000 and capital reserves of approximately \$2MM.

4. Electrical: For FY 2019 the projections for the electrical enterprise funds are an available fund balance of a negative (\$558,000) with operating reserves of \$5.5MM and capital reserves of \$4.8MM.

MEDICAL FUND

The City, as a self-funded entity, maintains a Medical Fund to cover expenses associated with: medical claims, prescription claims, dental claims, short-term disability claims, administrative costs, and participation in the Campbell County Coordinated Benefit Trust. This fund has proven challenging to manage over the years due to constantly increasing medical costs. In January 2018, a High Deductible Health Plan with a Health Savings Account component was implemented by the City. At the time of implementation, Staff anticipated six (6) or fewer would take advantage of this specific plan. As of the writing of this Memorandum, there is a total of twenty-nine (29) participants in the High Deductible Health Plan, with more anticipated in the years to come.

The Medical Fund has a reserve requirement equal to six (6) months of expenses for the fund. This amount does change and currently is approximately \$2.56MM, and would provide medical insurance coverage for participants for a period of six (6) months should the fund otherwise lack income. However, this specific number is not particularly useful in determining the overall status of the Medical Fund.

As of this writing, the fund has approximately \$1.86MM in total cash assets, leaving a reserve shortage of approximately \$705,000. A budget amendment occurred in December which would have reduced this shortage by \$200,000, leaving a remaining shortage of \$505,000. Our reserve policy requires us to budget two (2) payments to make up the deficiency: 50% of the current year shortage and 25% of the prior year's shortage. This fund will be carefully monitored through the end of FY 2018 to determine if any additional transfers are required.

CONCLUSIONS

The FY 2018 Budget Message concluded with hopeful optimism that the right decisions had been made to continue to provide the services sought by the community, within the financial limits of the existing economy. It appears that the hopeful optimism has come to fruition as we have seen a modest increase, month after month of the sales tax revenue that drives this organization. While it is far too early to determine what the new normal is for the City of Gillette and our local economy, staff remains cautiously optimistic that we will see continued, steady, long term growth in FY 2019.

The proposed budget for FY 2019 in the amount of one hundred twenty-four million, five hundred ninety-eight thousand, six hundred thirty-two dollars (\$124,598,632), is balanced and in accordance with Wyoming law. The City, as an organization, is financially healthy due largely to the difficult decisions made in FY 2017. To the extent feasible, Staff has held the line for this budget, but has done so recognizing that such action cannot be continued indefinitely. Some additional expenses, particularly capital expenses, must be undertaken to replenish and replace equipment as necessary. Additionally, while there are certainly improvements that can be made to public infrastructure, park lands, and other facets of the City, the budget seeks to remain as conservative as possible.

ⁱ The budget message herein is as it was presented to the City Council at the May 2018 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 The mission statement taken directly from the ECED website.

ⁱⁱⁱ The proposed increase by Council in funding the four named entities is not the cause of the increase in the recommendation from 5% to 5.5%. The current estimated tax revenue would not allow for full funding at prior levels without an increase in the allocation to social service agencies. The nominal increase from 5% to 5.5% does allow for all currently funded agencies to receive the same allocation as prior years, with a small increase for the four (4) agencies called out herein.

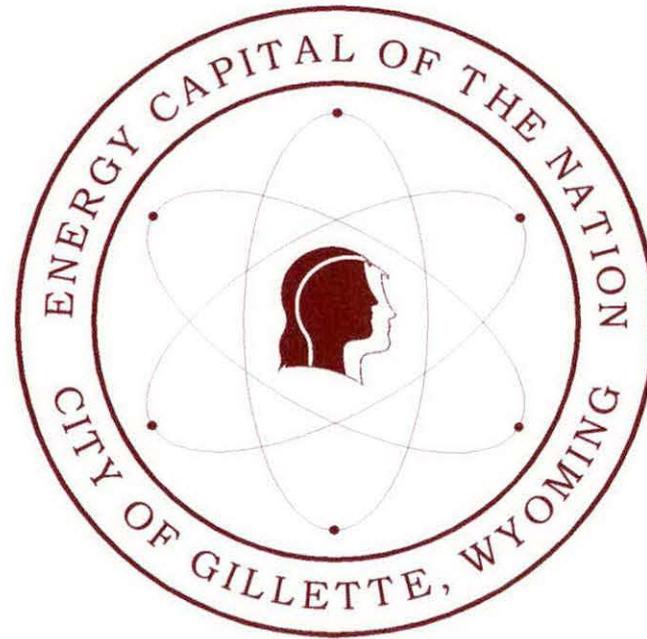
^{iv} Even with the inclusion of these additional positions in the budget, the overall number of positions at the City of Gillette remains relatively constant. For FY2017 there were a total of 274.5 FTE positions. Assuming the positions requested herein are granted, the total FTE positions at the City will only rise a total of 3 budgeted positions or 277.5 FTE positions.

^v The City Council will need to determine in future budgets how to address the promise of returning the 2.5% to employees, while balancing a minimum of an overall 1% increase in the employer obligation under the 2018 Legislation. In FY2021 the entire employer-employee match into the Wyoming Retirement System will be 18.62%.

^{vi} The water fund is solid. The reason for the relatively large reserves in this fund is directly related to the development of the regional water system, the development of regional connections, and the impact the regional extensions may have on the overall fund. Staff considers it inappropriate and irresponsible to make any rate increases, or rate adjustments, to either fund due to the excess funds held in reserve. These calculations will be monitored carefully in the upcoming year to determine the best means to reach the ideal reserve for the fund.

^{vii} The capital reserve amount for the Solid Waste Enterprise appears quite small in relation to the activities undertaken. It should be kept in mind that the actual solid waste vehicles, including garbage trucks, fall within the fleet account, and are independent of the Solid Waste Enterprise fund.

Adopted Operating Budget



City of Gillette
Fiscal Year 2018-2019

**SCHEDULE: FY19 BUDGET with Council,
City Administrator, Finance Director, Department Heads & Staff**

Month	Date	Day		Time	Location	
May	7	Monday	BUDGET MESSAGE - Administrator Davidson		5:30 PM	2nd Floor Community Conference Room
			ADMINISTRATION - Patrick Davidson			
			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)	6. Judicial (pg. 31)		
			DEVELOPMENT SERVICES - Heath VonEye			
			1. Engineering (pg. 55)	2. Building Inpection (pg. 57)		
			3. Planning (pg. 61)	4. Code Compliance (pg. 63)		
			5. GIS (pg. 37)			
			POLICE - Jim Hloucal			
			1. Police (pg. 39)	2. Dispatch (pg. 41)		
			3. Victims Services (pg. 43)	4. Animal Control/Shelter (pg. 45)		
			FINANCE - Michelle Henderson			
			1. Finance (pg. 21)	2. Customer Service (pg. 23)		
			3. Purchasing/Warehouse (pg. 25)	4. City Clerk (pg. 29)		
5. IT (pg. 35)	6. Property/Liability Insurance (pg. 117)					
May	8	Tuesday	1% FUND - Patrick Davidson (pg. 65)		5:30 PM	2nd Floor Community Conference Room
			PUBLIC WORKS - Sawley Wilde			
			1. Administration (pg. 47)	2. Parks & Landscaping (pg. 49)		
			3. Forestry (pg. 51)	4. Streets (pg. 53)		
			5. Traffic Safety (pg. 59)	6. Facilities Maint. (City Hall/City West) (pg. 33)		
			7. Solid Waste (pg. 85)	8. Veh. Maint. (pg. 107)		
			9. Vehicle Replace. (pg. 111)			
			UTILITIES - Mike Cole			
			1. Madison Water Line (pg. 73)	2. Administration (pg. 77)		
			3. Electrical Engineering (pg. 81)	4. SCADA (pg. 83)		
			5. Water (pg. 89)	6. Swimming Pool (pg. 93)		
			7. Power (pg. 95)	8. Sewer (pg. 99)		
			9. Fiber (pg. 103)			
			HUMAN RESOURCES - John Aguirre			
			1. Human Resources (pg. 17)	2. Safety (pg. 19)		
3. Health Benefit Plan (pg. 113)						
ATTORNEY - Tony Reyes (pg. 15)						
BUDGET WRAP-UP						

Definitions - Budget 2018-19

● **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, 2019. The City's share will be \$654.33 for single, \$1,261.02 for employee + 1, and \$1,659.19 for employee 2+ or 85% of the total monthly premium. The City's share for the High Deductible Plan will be \$698 for single, \$1,403 for employee +1, and \$1,796 for employee +2 or 100% of the total premium.

..Dental Insurance

The City's premiums will increase approximately 3% beginning January 1, 2019. The City's share will be \$35.04 for single, \$70.31 for employee +1, and \$103.02 for employee 2+ or 85% of the total monthly premium. The City's share for the High Deductible Plan is 100% of the total premiums.

..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 2017-18 were .43% for non-hazardous (clerical) and 3.67% 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 2018-19 Fiscal Year on 07/01/18.

..Wyoming Retirement

The City pays 6% of the employee (8.5%) and the employer (8.62%) share for all permanent personnel. For sworn police officers and dispatch staff the City pays 6.1% 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 2017/2018 and 2018/2019 Performance Measures are based on projected/estimated numbers.**

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

CITY OF GILLETTE

2018-19 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, 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 throughout fiscal year 2016 and 2017, sales tax revenues have rebounded slightly in fiscal year 2018. Based on current year to date receipts, General Fund sales tax revenues are projected to be approximately \$18.7M for fiscal 2018, which is an increase of 14% over fiscal year 2017's receipts. There are encouraging signs that coal and oil production have somewhat recovered and leveled off after the steep decreases in the last two years; however, because of lingering uncertainties with the energy sector, the fiscal year 2019 budget anticipates sales tax receipts at a more conservative level than fiscal year 2018 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 2018/2019 are \$1,107,161 and \$1,581,981 respectively. These amounts are nearly identical to the prior year allocation. The other major source of State revenue is the Direct Distribution. The allocation to Gillette for fiscal 2018/2019 is \$1,218,874 which is a modest increase from the previous fiscal year.

The majority of the remaining General Fund revenues come from various fees, fines, and grants. No substantial changes have been made to these projected revenues. Overall, budgeted General Fund revenues increased from the prior year by approximately \$3.3M which is primarily attributable to the improvement in anticipated sales tax receipts.

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

GENERAL FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
001-00-00-300	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Property Tax	2,100,922	2,282,253	2,076,203	2,076,203	2,234,493
Auto Taxes	1,046,612	896,185	945,000	945,000	905,000
Sales & Use Tax	20,349,991	16,434,798	16,000,000	16,000,000	18,000,000
Motor Fuel Tax	381,671	256,205	200,000	200,000	200,000
Cigarette Tax	214,427	187,027	182,000	182,000	192,000
Franchise Fees	735,427	677,343	721,452	721,452	820,260
Severance Tax	1,107,316	1,107,006	1,106,851	1,106,851	1,107,161
Lodging Tax	-	79,440	-	-	-
Gaming Revenue	332,079	457,337	400,000	400,000	452,000
Liquor Licenses	65,671	66,240	63,999	63,999	87,725
Contractor Licenses	114,180	105,630	114,000	114,000	100,000
Building Permits	30,113	18,536	20,000	20,000	24,000
Electrical Permits	10,058	6,499	9,000	9,000	7,000
Plumbing Permits	7,362	3,134	5,500	5,500	8,000
Mechanical Permits	7,310	7,495	6,500	6,500	6,000
Gas Pipe Fitting	1,310	965	2,200	2,200	2,000
Other Permits	46,095	38,235	30,000	30,000	36,792
Stormwater Permits	-	1,010	1,600	1,600	1,500
Federal Grants	173,965	314,630	231,300	358,847	313,014
Royalties	1,578,742	1,585,221	1,586,864	1,586,864	1,581,981
State Grants	1,821,697	2,640,074	10,200	10,200	10,200
State Supplemental Revenue	2,408,642	1,123,958	1,123,958	1,123,958	1,218,874
State Government Other	-	-	-	-	-
Local Grants	95,359	15,871	-	12,000	-
Local Government Other	30,629	28,388	31,000	31,000	32,600
E911 Reimbursement	-	75,000	200,000	200,000	250,000
Planning Fees	18,970	17,130	17,895	107,918	17,895
Commercial Plan Reviews	6,200	7,950	6,000	6,000	10,000
Technical Services	2,292,518	2,410,872	2,679,355	2,679,355	2,951,078

GENERAL FUND

Revenue 001-00-00-300	Actual 2015-16	Actual 2016-17	Original Budget 2017-18	Adjusted Budget 2017-18	Requested Budget 2018-19
GPA Revenues	26,692	22,779	16,000	16,000	15,000
Building Maintenance Revenue	424,248	445,304	444,554	446,807	533,525
Warehouse Revenue	467,080	198,274	201,692	203,303	211,304
Highway and Streets	2,260	2,335	3,750	3,750	3,750
Animal Control - City	60,915	52,073	48,000	48,000	52,800
Animal Control - County	11,175	6,748	7,000	7,000	6,840
Fines and Forfeitures	424,677	372,367	351,000	351,000	351,200
Principle Revenue	39,209	131,275	-	-	-
Interest Revenue	3,565	21,102	-	-	-
Interest Earnings	9,434	9,423	9,000	9,000	11,500
Interest on Investments	72,040	117,435	113,500	113,500	329,200
Interest - DA Davidson	11,852	12,874	15,800	15,800	11,400
Unrealized Gain/Loss - Bonds	31,556	(74,038)	-	-	-
Rents and Royalties	37,204	41,240	30,011	30,011	53,651
Little League Fields	12,500	10,000	10,000	10,000	10,000
Mayor's Art Council	6,767	9,546	-	9,300	-
Contributions & Donations	3,000	79,236	-	16,015	-
Animal Shelter Donations	9,878	10,562	-	-	-
Keep America Beautiful	5,000	-	-	-	-
Memorial Program	1,000	8,253	-	9,000	-
Incident Reimbursement Revenue	2,605	4,756	-	-	-
Miscellaneous	48,327	287,552	315,564	315,564	481,288
Cash in Lieu	64	1,411	-	-	-
Drainage Fee in Lieu	-	100	-	-	-
Sunshine Fund	4,697	5,751	2,961	2,961	1,623
Federal Criminal Forfeiture	15	26	-	-	-
Proceeds from Asset Disposal	208,392	4,571	-	-	-
Interfund Operating Transfer In	1,390,807	152,407	60,236	60,236	55,696
Proceeds of General L/T Liability	11,650,000	-	-	-	-
Application of Unassigned Cash	-	-	-	1,779,387	-
GRAND TOTAL	\$ 49,942,223	\$ 32,777,793	\$ 29,399,945	\$ 31,447,081	\$ 32,698,350

GENERAL FUND				Original	Adjusted	Requested
Mayor and Council	Actual	Actual	Budget	Budget	Budget	Budget
001-10-01-411	2015-16	2016-17	2017-18	2017-18	2018-19	2018-19
Salaries	54,023	54,000	54,000	54,000	54,000	54,000
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	4,285	4,171	4,173	4,173	4,173	4,173
Subtotal Personnel Costs	\$ 58,309	\$ 58,172	\$ 58,173	\$ 58,173	\$ 58,173	\$ 58,173
Contractual Services	20,360	-	7,000	7,000	7,000	7,000
Materials and Supplies	219,103	108,267	123,500	147,928	147,928	130,800
Subtotal Operating Costs	\$ 239,463	\$ 108,267	\$ 130,500	\$ 154,928	\$ 154,928	\$ 137,800
Total Operating	\$ 297,771	\$ 166,438	\$ 188,673	\$ 213,101	\$ 213,101	\$ 195,973
Total Capital	\$ 3,950	\$ -				
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 301,721	\$ 166,438	\$ 188,673	\$ 213,101	\$ 213,101	\$ 195,973

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

FUND: General
UNIT: Administration



City of Gillette, Wyoming

DEPT: Administration
CODE: 1002

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.

MAJOR GOALS FOR FY 2018/2019:

- Support and assist in the advancement of Mayor and Council goals.
- Provide a high-level of customer service and support to citizens.
- Foster collaboration between the City and community-based organizations, groups and individuals.
- Participate in regional and intergovernmental collaborations.

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
# of City Employees Managed (RFTE)	294.25	292	303.25	312	290	272	277.5
Staff: Population Ratio	1:104	1:105	1:106	1:104	1:108	1:112	1:111
# of Council Meetings Supported	68	70	65	74	76	64	64
# of Ordinances/Resolutions	49/45	64/37	42/43	37/58	18/28	28/53	28/53

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
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	.5	.5	0	0	0	0	0
Total City Administration Office	4.5	4.5	4	4	4	4	4

GENERAL FUND				Original	Adjusted	Requested
Administration	Actual	Actual	Budget	Budget	Budget	
001-10-02-413	2015-16	2016-17	2017-18	2017-18	2018-19	
Salaries	406,001	417,594	402,464	402,464	375,872	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	4,000	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	179,702	188,584	190,981	198,528	187,629	
Subtotal Personnel Costs	\$ 585,703	\$ 610,178	\$ 593,445	\$ 600,992	\$ 563,501	
Contractual Services	18,161	13,246	13,680	13,680	11,880	
Materials and Supplies	79,691	60,350	69,400	69,400	79,900	
Subtotal Operating Costs	\$ 97,852	\$ 73,596	\$ 83,080	\$ 83,080	\$ 91,780	
Total Operating	\$ 683,555	\$ 683,774	\$ 676,525	\$ 684,072	\$ 655,281	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 683,555	\$ 683,774	\$ 676,525	\$ 684,072	\$ 655,281	

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 \$60,000

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



ACTIVITY DESCRIPTION:

The mission of Gillette Public Access (GPA) Television is to bring government and local programming to the citizens of Gillette and provide the opportunity to individuals within the community to communicate ideas on public, educational and governmental issues.

MAJOR GOALS FOR FY 2018/2019:

- Renew franchise agreement and have it include HD channels
- Upgrade equipment in Control Room 1 to provide a HD feed to Charter Cable for broadcast (pending franchise agreement)
- Become sole streaming provider for the County
- Continue producing a high quality monthly news magazine program (North By Northeast)

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
# of City Employees Managed (RFTE)	294.25	292	303.25	312	290	272	277.5
Staff: Population Ratio	1:104	1:105	1:106	1:104	1:108	1:112	1:113
# of GPA TV Programs Filmed & Events	358	330	398	368	311	320	330
# of Total <u>Online Views</u>	1868	3432	5479	9575	10444	9633	11633
# of Council Meetings <u>Online Views</u>	709	671	863	1325	1033	1035	1034
# of North By Northeast <u>Online Views</u>	N/A	N/A	639	266	158	1009	800

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
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	0	0
Total Public Access	3	3	3	3	3	2	2

*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
Public Access	Actual	Actual		Budget	Budget	Budget
001-10-03-419	2015-16	2016-17		2017-18	2017-18	2018-19
Salaries	168,747	106,229		101,456	104,115	116,271
Overtime	1,971	272		-	1,500	500
Merit Pay Plan	-	1,417		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	76,344	43,598		32,022	47,087	46,801
Subtotal Personnel Costs	\$ 247,062	\$ 151,515	\$	133,478	\$ 152,702	\$ 163,572
Contractual Services	927	960		960	960	960
Materials and Supplies	25,746	9,618		24,670	35,170	24,350
Subtotal Operating Costs	\$ 26,673	\$ 10,578	\$	25,630	\$ 36,130	\$ 25,310
Total Operating	\$ 273,734	\$ 162,094	\$	159,108	\$ 188,832	\$ 188,882
Total Capital	\$ 47,457	\$ 73,102	\$	-	\$ -	\$ 300,000
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ 321,191	\$ 235,195	\$	159,108	\$ 188,832	\$ 488,882

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

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - Upgrade Control Room 1 for HD \$150,000, Upgrade City Hall Community Room \$150,000

FUND: General
UNIT: Special Projects



City of Gillette, Wyoming

DEPT: Administration
CODE: 1004

ACTIVITY DESCRIPTION:

The Special Projects budget is used to provide funding for those activities not budgeted elsewhere. Expenditures included in this year's Special Projects budget are contractual requirements for the Fire Board and the Land Board (Cam-Plex) as well as Campbell County Economic Development Corporation, the Gillette Main Street and the Northeast Wyoming Growth Alliance (Tri-Cities Project). Additionally, the City's Lease payments for Phase II of the Gillette College Student Housing project is budgeted within the Special Projects budget, and the costs for insurance have been shifted from the former Administrative Services division to Special Projects.

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

The fiscal year 2018/19 Special Projects budget of \$4,636,624 reflects a \$913,495 increase from the prior year budget. Approximately \$440,000 of that increase is attributable to increased funding for the Cam-Plex, and \$620,000 is attributable to increased funding for the Fire Department.

GENERAL FUND

Special Projects	Actual	Actual	Original	Adjusted	Requested
001-10-04-419	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Group Insurance	-	63	-	-	-
FICA	2,301	1,149	-	1,911	-
Wellness Program ¹	50,296	7,069	7,800	7,800	34,300
Employee Events ²	57,184	16,259	15,000	15,000	17,500
Employee Recognition	9,917	-	-	-	-
Internal Services	247,010	64,950	-	-	-
Property Tax	-	-	-	-	900
Property & Liability Insurance ³	-	-	-	-	207,897
Public Relations	-	44,745	-	-	-
Buildings	3,216,324	105,125	162,427	162,427	-
Park Development	372,287	7,785	-	-	-
Furn/Fixtures/Equip ⁴	-	-	-	-	19,500
Principle/Interest ⁵	127,895	1,418,784	1,357,062	1,357,062	1,355,464
Legal	-	95	-	-	-
Joint Powers Cam-Plex ⁶	1,225,126	601,363	631,606	645,606	1,030,377
Joint Powers Fire Dept ⁷	2,485,805	3,493,345	1,143,234	1,172,071	1,915,757
Social Service Funding	752,744	-	-	-	-
Outside Agency Funding ⁸	5,699,554	7,308,403	186,000	198,500	186,000
General Community	1,363	18,347	20,000	20,000	-
Keep America Beautiful	-	-	-	862	-
Interfund Transfers	-	-	-	200,000	-
GRAND TOTAL	\$ 14,247,806	\$ 13,087,483	\$ 3,523,129	\$ 3,781,239	\$ 4,767,695

FY19 Budget Requests Include the Following:

¹ Employee Wellness Incentives \$25,000

² Awards Banquet, Thanksgiving Dinner, Summer Picnic \$17,500

³ General Fund share of Property & Liability Insurance \$207,897

⁴ Replacement treadmills for Fitness Room \$19,500

⁵ Debt Service for Gillette College Student Housing, Phase II \$1,307,022

Debt Service for Northland LID DWSRF \$48,442

⁶ Operating Contribution \$680,158, Capital Outlay \$311,500, Vehicle Depreciation \$38,719

⁷ Operating Contribution \$1,513,000, Capital Outlay \$152,757, Vehicle Depreciation \$250,000

⁸ Includes \$120,000 for ECEDC, \$20,000 for Gillette Main Street, \$46,000 for Northeast Wyoming Growth Alliance (Tri-Cities Project)



ACTIVITY DESCRIPTION:

The City Attorney represents the City in municipal, state and federal courts, as well as to state and federal administrative agencies and gives legal advice to the Mayor and City Council, the Administrator and staff. The City Attorney prepares agreements, ordinances, deeds and other legal documents and is required to be up-to-date in both general municipal law and Wyoming law. The City Attorney attends 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 such as 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 2018/2019:

- To provide timely and accurate legal services to the Mayor, City Council and City of Gillette departments.
- Manage Insurance Attorney and assist with various cases.
- 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:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
# of Council Meetings Supported	110	77	74	77	74	64	64
# of Council Executive Sessions Supported						30*	30*
# of Ordinances/Resolutions City-Wide	37/43	26/50	27/40	33/43	31/59	28/53*	28/53*
Novus Items Prepared by City Attorney	46	68	56	54	76	60*	60*
Ordinances Prepared by City Attorney	15	15	8	10	19	15*	15*
City Code Chapters Updated by City Attorney	13	15	5	6	16	12*	10*
Case Preparation-City Court	498	444	434	485	432	450*	450*
% Increase In Case Prep From Previous Year	+1%*	-11%	-2.3%	11%	-10.9%	+4.17%	0%

*Projected

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
City Attorney	1	1	2	2	2	2	1
Legal Services Specialist	1	1	1	1	1	1	1
Total City Attorney Office	2	2	3	3	3	3	2

GENERAL FUND						
City Attorney	Actual	Actual	Original	Adjusted	Requested	
001-15-15-411	2015-16	2016-17	Budget	Budget	Budget	
			2017-18	2017-18	2018-19	
Salaries	321,642	274,108	277,709	277,709	182,512	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	2,500	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	119,831	110,764	108,452	113,659	90,638	
Subtotal Personnel Costs	\$ 441,473	\$ 387,372	\$ 386,161	\$ 391,368	\$ 273,150	
Contractual Services	51,178	47,230	50,520	140,520	47,760	
Materials and Supplies	11,360	7,265	18,850	18,850	10,200	
Subtotal Operating Costs	\$ 62,539	\$ 54,495	\$ 69,370	\$ 159,370	\$ 57,960	
Total Operating	\$ 504,011	\$ 441,867	\$ 455,531	\$ 550,738	\$ 331,110	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 504,011	\$ 441,867	\$ 455,531	\$ 550,738	\$ 331,110	

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 2018/2019:

- Continue revision & reformat of all City job descriptions for established positions
- Review City health benefits which support recommendations for calendar year 2019
- Focus on the management of the City Medical Fund and Retiree Health Benefit Plan & Trust

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,250	31,411	30,467	30,713
# of City Employees Managed	294.25	292	303.25	312	290	272	277.5
Staff: Employee Ratio	1:78	1:78	1:76	1:62	1:58	1:54	1:56
HR Presentations to Council	4	6	2	2	13	12	12
# Open Enrollment Sessions	8	6	8	11	15	18	4
# Department Training Sessions Facilitated/Sessions	40	17	7	20	17	5	0
# City Employees Trained	820	1,740	251	433	546	154	263
# New Positions Processed	11	0	0	0	6	0	0
# Interview Sessions Supported	200	230	230	219	375	89	193
# Employment Applications Received	1,002	1,787	1,006	1,112	1,181	861	1,350
# Wellness Sessions Held	20	9	14	12	11	14	14
# Wellness Program Participants	225/65*	220/74*	210/74*	218/77*	192/93*	192/95*	203/87*
# Personnel Evaluations Processed	270	280	285	291	278	287	300

* Employees/Spouses

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
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	1	1	1	1
Senior Administrative Specialist/Assistant	1.75	1.75	1	1	1	1	1
Recruiter	0	0	1	1	1	0	0
Administrative Specialist/Floater	0	0	0	0	0	1	1
Total Human Resources Department	3.75	3.75	4	5	5	5	5

GENERAL FUND						
Human Resources	Actual	Actual	Original	Adjusted	Requested	
001-20-20-415	2015-16	2016-17	Budget	Budget	Budget	
			2017-18	2017-18	2018-19	
Salaries	370,549	321,287	308,538	335,480	348,447	
Overtime	5,374	467	2,000	2,000	2,000	
Merit Pay Plan	-	4,000	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	171,508	167,147	167,171	191,050	188,692	
Subtotal Personnel Costs	\$ 547,431	\$ 492,901	\$ 477,709	\$ 528,530	\$ 539,139	
Contractual Services	45,395	37,746	31,300	31,300	31,300	
Materials and Supplies	38,165	13,878	29,555	29,555	36,655	
Subtotal Operating Costs	\$ 83,560	\$ 51,624	\$ 60,855	\$ 60,855	\$ 67,955	
Total Operating	\$ 630,991	\$ 544,525	\$ 538,564	\$ 589,385	\$ 607,094	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 630,991	\$ 544,525	\$ 538,564	\$ 589,385	\$ 607,094	

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 2018/2019:

- Continue to improve and develop Safety programs.
- Provide educational and informative Safety training for City of Gillette employees throughout 2019.
- Focus on targeting our recurring safety incidents and the primary causes; direct training to prevent future like incidents.

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,250	31,411	30,467	30,713
# of City Employees Managed	294.25	292	303.25	312	309.75	272	277.5
# Employee Related Safety Incidents	N/A	N/A	N/A	151	121	78	77
# of City Employees Trained	820	1,740	251	433	546	154	263

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Safety Manager	0	0	0	1	1	1	1
Total Safety Department	0	0	0	0	1	1	1

GENERAL FUND					
Safety	Actual	Actual	Original	Adjusted	Requested
001-20-21-419	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	81,098	70,159	69,621	70,605	71,710
Overtime	-	-	-	-	-
Merit Pay Plan	-	1,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	45,949	39,370	39,314	41,003	41,789
Subtotal Personnel Costs	\$ 127,047	\$ 110,529	\$ 108,935	\$ 111,608	\$ 113,499
Contractual Services	5,141	5,075	4,708	4,708	5,547
Materials and Supplies	46,183	25,630	33,188	33,188	34,527
Subtotal Operating Costs	\$ 51,324	\$ 30,705	\$ 37,896	\$ 37,896	\$ 40,074
Total Operating	\$ 178,371	\$ 141,234	\$ 146,831	\$ 149,504	\$ 153,573
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 178,371	\$ 141,234	\$ 146,831	\$ 149,504	\$ 153,573

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 2018/2019:

- Partner with the IT Division in steering the upgrade of the City's financial software, Tyler/Munis
- Continue providing monthly sales tax revenue reports and quarterly capital project update reports to Council and/or City Administration
- Bolster the existing internal audit program to strengthen compliance

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
\$ of Cash and Investments (as of 6/30/xx)	\$130,645,069	\$157,479,265	\$193,708,169	\$195,849,575	\$188,545,400	\$193,000,000	\$123,000,000
# of Capital Assets (as of 6/30/xx)	3,039	3,160	3,389	3,549	3,700	3,848	4,000
\$ of Capital Assets (as of 6/30/xx)	\$347,325,081	\$370,779,924	\$458,241,026	\$469,673,427	\$497,852,263	560,000,000	590,000,000
# of Payroll Checks/Direct Deposits	8,877	8,400	9,225	8,383	7,396	7,500	7,500
# of Vendor Invoices Processed	19,621	17,225	17,709	17,665	14,578	14,758	14,760
\$ of State/Federal Grants	\$44,458,088	\$10,090,729	\$35,055,759	\$40,699,874	\$31,250,041	Unknown	Unknown

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
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	2.75	2	2	2
Grants Specialist	.75	.75	.75	1	1	1	0
Total Finance	7.25	7.25	7.25	7.75	7	7	6

GENERAL FUND						
Finance	Actual	Actual	Original	Adjusted	Requested	
001-25-25-415	2015-16	2016-17	Budget	Budget	Budget	
			2017-18	2017-18	2018-19	
Salaries	548,641	514,414	520,645	520,645	444,252	
Overtime	841	-	-	-	-	
Merit Pay Plan	-	7,000	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	227,386	198,271	200,122	209,884	216,972	
Subtotal Personnel Costs	\$ 776,869	\$ 719,685	\$ 720,767	\$ 730,529	\$ 661,224	
Contractual Services	94,080	90,028	89,720	89,720	89,720	
Materials and Supplies	35,022	18,098	20,985	20,985	23,665	
Subtotal Operating Costs	\$ 129,102	\$ 108,126	\$ 110,705	\$ 110,705	\$ 113,385	
Total Operating	\$ 905,971	\$ 827,812	\$ 831,472	\$ 841,234	\$ 774,609	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 905,971	\$ 827,812	\$ 831,472	\$ 841,234	\$ 774,609	

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 2018/2019:

- Implement changes to Utility Ordinance Chapter 17
- Regional Water connections
- Work with IT to develop and implement a Payment App

PERFORMANCE MEASURES:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Meters Read	297,500	302,913	309,988	315,388	316,964	317,122	313,332
Utility Notices Processed	186,700	206,832	212,232	217,855	218,944	219,053	221,243
Payments Processed	175,916	176,714	177,096	217,716	238,751	237,199	239,957
Active Customers Served	15,691	15,804	15,916	16,120	17,000	17,123	17,314
Ratio: Staff to Active Customers Served	1:1,652	1:1,663	1:1,675	1:1,697	1:2,125	1:1,903	1:1,924

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
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	3	4	4
Meter Reader	2	2	2	2	2	2	2
COE / Part-time Intern	.5	.5	.5	.5	0	0	0

Total Customer Service Division	9.5	9.5	9.5	9.5	8.0	9.0	9.0
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GENERAL FUND					
Customer Service	Actual	Actual	Original	Adjusted	Requested
001-25-26-415	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	436,201	390,810	399,369	424,560	419,721
Overtime	7,196	194	1,000	1,000	1,000
Merit Pay Plan	-	8,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	189,160	176,993	173,027	209,279	215,159
Subtotal Personnel Costs	\$ 632,557	\$ 575,998	\$ 573,396	\$ 634,839	\$ 635,880
Contractual Services	238,136	258,713	372,445	386,945	379,964
Materials and Supplies	142,952	118,573	26,916	26,916	40,882
Subtotal Operating Costs	\$ 381,088	\$ 377,286	\$ 399,361	\$ 413,861	\$ 420,846
Total Operating	\$ 1,013,645	\$ 953,284	\$ 972,757	\$ 1,048,700	\$ 1,056,726
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,013,645	\$ 953,284	\$ 972,757	\$ 1,048,700	\$ 1,056,726

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 \$88,584, 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 2018/2019:

- 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:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Inventory Value	\$3,267,000	\$3,462,368	\$3,547,155	\$3,538,000	\$4,187,030	\$4,035,252	\$4,100,000
# of Material Releases	10,112	n/a	n/a	n/a	n/a	n/a	n/a
# of Purchase Order Line Items	11,628	6,755	3,888	3,544	3,570	3772	3700
# of Pick Tickets	n/a	4,472	4,038	4,027	4,240	4001	4100

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Purchasing Manager	1	1	1	1	0	0	0
Purchasing/Warehouse	0	0	0	0	1	1	1
Purchasing Specialist	1	1	1	1	0	0	1
Warehouse Specialist	2	2	2	2	2	2	2
Total Purchasing/Warehouse	4	4	4	4	3	3	4

GENERAL FUND				Original	Adjusted	Requested
Purchasing / Warehouse	Actual	Actual	Budget	Budget	Budget	Budget
001-25-27-415 / 603-25-28-415	2015-16	2016-17	2017-18	2017-18	2017-18	2018-19
Salaries	222,873	150,268	148,887	158,716	196,998	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	3,000	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	96,231	73,150	73,255	81,589	111,521	
Subtotal Personnel Costs	\$ 319,104	\$ 226,418	\$ 222,142	\$ 240,305	\$ 308,519	
Contractual Services	8,382	5,957	6,460	6,460	8,160	
Materials and Supplies	112,910	148,142	153,627	153,627	59,762	
Subtotal Operating Costs	\$ 121,292	\$ 154,099	\$ 160,087	\$ 160,087	\$ 67,922	
Total Operating	\$ 440,396	\$ 380,517	\$ 382,229	\$ 400,392	\$ 376,441	
Total Capital	\$ 257,076	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 697,471	\$ 380,517	\$ 382,229	\$ 400,392	\$ 376,441	

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 director's office of the Administrative Services Department performed a variety of duties including risk management, liability and property coverage, claims management, and special projects. This office also supervised the Administrative Specialist/Floater position, which has now been transferred to Human Resources.

The Administrative Services Division was eliminated in Fiscal Year 2017/2018. The duties of this division have been split primarily between the City Clerk's office and the Utilities Department Director. Costs for Property Insurance and General Fund Property Taxes that were paid out of this division are now budgeted out of the Special Projects budget. Other divisions that were supervised by this office now report as follows: the Judicial Division is now part of Administration; the IT Division and the Clerks Division are now part of Finance; GIS is now part of Development Services, and Building/Facilities Maintenance and the Fleet Divisions are now part of Public Works.

This information is included, along with the associated historical expenditures, for comparison purposes.

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Administrative Services Director	1	1	1	1	1	0	0
Sr. Administrative Assistant	1	1	1	1	1	1	0
Sustainability Coordinator	1	1	1	1	0	0	0
Administrative Specialist/Floater	0	.75	1	1	1	1	0
Management Analyst	0	1	1	1	0	0	0
Safety Manager	1	0	0	0	0	0	0
Interns	0	.8	0	0	0	0	0
Total Administrative Services	4	5.55	5	5	3	2	0

GENERAL FUND				Original	Adjusted	Requested
Admin. Services / Risk Management	Actual	Actual		Budget	Budget	Budget
001-30-30-419	2015-16	2016-17		2017-18	2017-18	2018-19
Salaries	287,987	198,625		59,732	38,241	-
Overtime	475	-		100	100	-
Merit Pay Plan	-	2,000		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	100,106	80,958		33,863	17,073	-
Subtotal Personnel Costs	\$ 388,568	\$ 281,583		\$ 93,695	\$ 55,414	\$ -
Contractual Services	9,951	2,760		-	420	-
Materials and Supplies	278,636	226,264		220,392	220,392	-
Subtotal Operating Costs	\$ 288,587	\$ 229,024		\$ 220,392	\$ 220,812	\$ -
Total Operating	\$ 677,155	\$ 510,607		\$ 314,087	\$ 276,226	\$ -
Total Capital	\$ -	\$ -		\$ -	\$ -	\$ -
Interfund Transfers	\$ 23,690	\$ -		\$ -	\$ -	\$ -
GRAND TOTAL	\$ 700,845	\$ 510,607		\$ 314,087	\$ 276,226	\$ -

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 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. City Clerk's Division 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 current 56 liquor licenses renewed for the 2018/2019 licensing period. And the City Clerk's Division now oversees WARM incident/accident management reporting and the eBay online auction.

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. Since the addition of the new automated service, calls have lessened in the Clerk's office as they are now diverted to the appropriate division/entity, such as Customer Service, Judicial or the County Courthouse.

The Clerk's Office oversees mail distribution and has centralized the outgoing and incoming mail. This office is also the central hub for FedEx and UPS package pickup and drop off, if applicable.

MAJOR GOALS FOR FY 2018/2019:

- Continue to scan vault files into TCM scanning software for easy retrieval by other divisions.
- Continue to cross train Clerk's staff to ensure there is no disruption in service to citizens/employees.
- Continue to find more cost-effective ways for the day-to-day operations.
- Continue to implement WARM's Origami software for claim submission, as well as claim management, reporting and Statement of Values renewal.

PERFORMANCE MEASURES:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
Staff:Population Ratio	1:8,131	1:8,172	1:8,533	1:8,672	1:15,706	1:10,156	1:10,238
# of City Employees (RFTE)	294.25	292	303.25	312	290	272	277.5
Staff:Employee Ratio	1:76	1:78	1:81	1:83	1:145	1:91	1:93

Claims/Incidents

# of Claims Submitted to WARM	19	20	18	23	32	23	23
# of Incidents Received	174	105	174	137	169	150	150

# of Minutes Published	75	65	77	77	74	64	64
# of Ordinances Passed & Published	37	42	37	33	31	28	28
# of Resolutions Passed	43	43	56	43	59	53	53
# of Senior Applications Processed	188	214	219	199	205	203	203
# of Liquor Licenses Renewed	40	48	49	55	53	55	56

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
City Clerk	1	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	2	2
Administrative Specialist	.75	.75	.75	.75	0	0	0
Printing Specialist	1	1	1	1	0	0	0
Total City Clerk	3.75	3.75	3.75	3.75	2.00	3.00	3.00

GENERAL FUND				Original	Adjusted	Requested
City Clerk	Actual	Actual	Budget	Budget	Budget	Budget
001-30-31-419	2015-16	2016-17	2017-18	2017-18	2017-18	2018-19
Salaries	202,127	138,289	134,535	170,935	170,935	184,872
Overtime	307	673	100	100	100	350
Merit Pay Plan	-	2,000	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	91,351	62,140	62,168	85,822	85,822	97,992
Subtotal Personnel Costs	\$ 293,785	\$ 203,101	\$ 196,803	\$ 256,857	\$ 256,857	\$ 283,214
Contractual Services	11,672	25,654	7,060	7,060	7,060	31,360
Materials and Supplies	177,546	114,831	113,105	113,105	113,105	100,395
Subtotal Operating Costs	\$ 189,218	\$ 140,485	\$ 120,165	\$ 120,165	\$ 120,165	\$ 131,755
Total Operating	\$ 483,003	\$ 343,587	\$ 316,968	\$ 377,022	\$ 377,022	\$ 414,969
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 483,003	\$ 343,587	\$ 316,968	\$ 377,022	\$ 377,022	\$ 414,969

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 - Election costs \$25,000, Postage \$25,690, Legal advertising \$50,000

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 police officers' citations from issuance to final disposition. In addition, the staff schedules and attends all arraignments/trials and forwards 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. A total of 1,179 Bench Warrants/OTSC (Order to Show Cause) were prepared in 2017. 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. The number of 18-21 year-olds placed on probation in 2017 from Municipal Court was 73; Juveniles placed on probation through Municipal Court was 48. A total of 410 youth were reviewed for eligibility in the Juvenile Diversion, Teen Intervention, and Early Age Intervention programs in 2017; 168 were invited to Diversion; 10 joined Diversion after not responding to letters and appearing in Court. The Judicial Division also tracks parking citations from issuance to final disposition.

MAJOR GOALS FOR FY 2018/2019:

- 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.

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
Staff:Population Ratio	1:5,082	1:3,605	1:3,765	1:3,826	1:4,188	1:4,352	1:4,388
# of City Employees (RTFE)	294.25	292	303.25	312	290	272	277.5
Staff:Employee Ratio	1:35	1:34	1:36	1:36	1:39	1:39	1:40
Municipal Court							
# of Customers Served	18,500	22,561	21,736	24,231	24,466	21,338	18,296
Customers Served:Population Ratio	1:2,176	1:2,654	1:2,557	1:2,769	1:3,262	1:3,048	1:2,614
# of Citations Entered	5,208	4,528	3,526	4,059	4,398	3,637	3,392
Citation Entered:Population Ratio	1:613	1:533	1:415	1:463	1:586	1:520	1:485
# of Pre-Court Payments Received	2,785	2,210	1,632	2,100	2,261	1,722	1,663
# of Court Cases	517	534	512	507	567	494	508
# of Parking Tickets Entered	3,994	3,504	1,932	2,394	2,256	2,090	1,201
Parking Tickets Entered: Population Ratio	1:470	1:412	1:227	1:274	1:301	1:298	1:172
Juvenile Probation							
# of Juveniles Placed in Youth Intervention Track (YIT)	18	14	5	3	8	9	7
# of Juveniles Placed on Probation	85	113	62	94	141	148	121
Diversion							
# of Juveniles Placed on Diversion	104	111	93	90	130	95	103

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018	2018/2019
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	2	2	2	2	1	1	1
Municipal Court Judges	2	2	2	2	2	2	2
Administrative Specialist	.5	.5	.5	.5	.5	0	0
Total City Municipal Court Office	8.5	8.5	8.5	8.5	7.5	7	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	2015-16	2016-17	Budget	Budget	Budget	
			2017-18	2017-18	2018-19	
Salaries	406,735	329,970	333,192	333,192	330,594	
Overtime	347	135	300	300	300	
Merit Pay Plan	-	4,167	-	-	-	
On-Call Pay	4,638	1,850	3,000	3,000	3,000	
Benefits	168,550	140,046	140,851	147,099	179,035	
Subtotal Personnel Costs	\$ 580,269	\$ 476,167	\$ 477,343	\$ 483,591	\$ 512,929	
Contractual Services	183,769	137,358	148,571	148,571	147,803	
Materials and Supplies	10,001	6,555	5,550	5,550	21,828	
Subtotal Operating Costs	\$ 193,770	\$ 143,913	\$ 154,121	\$ 154,121	\$ 169,631	
Total Operating	\$ 774,039	\$ 620,080	\$ 631,464	\$ 637,712	\$ 682,560	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 774,039	\$ 620,080	\$ 631,464	\$ 637,712	\$ 682,560	

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, \$72,318

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.

Five custodians clean approximately 99,148 square feet. Staff ensures all of these areas are clean and ready for by internal and external customers. In addition, they provide meeting room set up and tear down. The custodial staff works Monday – Friday with varying schedules.

MAJOR GOALS FOR FY 2018/2019:

- To provide a proactive building maintenance approach through the PM Work Order system.
- To monitor and improve the efficiency of the City's HVAC systems.
- To move forward with LED lighting throughout City facilities.
- To continue to provide a high level of customer service.

PERFORMANCE MEASURES:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
Staff: Population Ratio	1:3,388	1:3,405	1:3,556	1:3,613	1:3,926	1:4,352	1:4,387
# of City Employees (RFTE)	294.25	292	303.25	312	290	272	277.5
Staff: Employee Ratio	1:33	1:32	1:34	1:35	1:36	1:38	1:39
Avg # of Work Order Requests Per Year	551	551	566	606	606	581	620
Amount of Square Footage Maintained	169,856	206,525	206,525	206,525	206,525	206,525	206,525
Maintenance Staff: Square Footage Ratio	1:84,928	1:103,263	1:103,263	1:103,263	1:103,263	1:103,263	1:103,263
Amount of Square Footage Cleaned	92,154	92,274	92,274	92,274	95,711	95,711	99,148
Custodial Staff: Square Footage Ratio	1:13,165	1:13,182	1:13,182	1:13,182	1:13,673	1:19,142	1:19,830

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Facilities Maintenance Manager	1	1	1	1	1	1	1
Facilities Maintenance Technician	1	1	1	1	1	1	1
Facilities Maintenance	2						
Custodians	7	7	7	7	6	5	5
Custodians	7	7	7	7	6	5	5
Total Facilities Maintenance Division	9	9	9	9	8	7	7

GENERAL FUND				Original	Adjusted	Requested
Facilities Maintenance (City Hall/City West)	Actual	Actual		Budget	Budget	Budget
001-30-33-419 / 601-30-39-419	2015-16	2016-17		2017-18	2017-18	2018-19
Salaries	426,515	323,579		330,990	330,990	320,039
Overtime	2,552	3,002		2,000	2,000	2,000
Merit Pay Plan	-	6,000		-	-	-
On-Call Pay	4,806	2,929		2,250	2,250	2,250
Benefits	236,598	184,299		182,640	188,846	188,937
Subtotal Personnel Costs	\$ 670,471	\$ 519,809	\$	\$ 517,880	\$ 524,086	\$ 513,226
Contractual Services	7,220	77,328		12,560	12,560	12,560
Materials and Supplies	846,614	722,493		760,086	756,947	779,013
Subtotal Operating Costs	\$ 853,834	\$ 799,822	\$	\$ 772,646	\$ 769,507	\$ 791,573
Total Operating	\$ 1,524,306	\$ 1,319,630	\$	\$ 1,290,526	\$ 1,293,593	\$ 1,304,799
Total Capital	\$ -	\$ -	\$	\$ -	\$ 9,785	\$ -
Interfund Transfers	\$ -	\$ -	\$	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,524,306	\$ 1,319,630	\$	\$ 1,290,526	\$ 1,303,378	\$ 1,304,799

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 \$220,000, Service agreements \$117,540, Repair/Replacement of HVAC Equipment \$39,156, Utilities (including Heated Storage Bldg) \$236,350, Natural gas \$49,000, Custodial supplies \$36,000, Insurance \$34,399

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 as well as connectivity for all utility sites and mobile technology users.

MAJOR GOALS FOR FY 2018/2019:

- Continue to support new and existing ways to utilize the Tyler/Munis enterprise software organization wide.
- Work with Electrical Engineering and SCADA to connect new Madison and regional water locations.
- Upgrade network connections to in-town SCADA locations.
- Refresh data center hardware as needed to ensure quality technology services to the City of Gillette citizens and employees.

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
Staff:Population Ratio	1:3,388	1:3,405	1:3,556	1:3,613	1:3,926	1:4,352	1:3,839
# of City Employees (RFTE)	294	292	303.25	312	290	272	277.5
Staff:Employee Ratio	1:33	1:32	1:34	1:35	1:36	1:39	1:35
# Pieces of Equipment	994	994	1,066	1,148	1,514	1,349	1,270
IT Staff:Equipment Ratio	1:110	1:110	1:118	1:128	1:189	1:193	1:159
# of Work Orders	6,048	6,048	4,861	2,332	3,686	5,239	4,502
IT Staff:Work Order Ratio	1:672	1:672	1:540	1:259	1:460	1:748	1:563
Phone Calls	26,321	26,321	25,776	23,303	17,748	9,850	10,995
IT Staff:Phone Call Ratio	1:2,925	1:2,925	1:2,864	1:2,589	1:2,219	1:1,407	1:1,374

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018	2018/2019
Information Technology Manager	1	1	1	1	1	1	1
Senior Systems Analyst	1	1	1	1	1	1	1
Systems Analyst	4	3	3	3	2	2	2
Network Administrator	2	2	2	1	1	1	1
Network Analyst	0	1	1	2	2	2	2
Information Technology Support Technician	1	1	1	1	1	0	1
Total Information Technology	9	9	9	9	8	7	8

*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	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	591,393	468,122	452,633	452,633	523,734
Overtime	9,446	5,445	10,000	10,000	10,000
Merit Pay Plan	-	7,000	-	-	-
On-Call Pay	26,084	11,556	13,000	13,000	12,000
Benefits	274,198	222,474	218,312	226,799	274,097
Subtotal Personnel Costs	\$ 901,122	\$ 714,597	\$ 693,945	\$ 702,432	\$ 819,831
Contractual Services	894,490	805,351	1,033,160	1,033,160	1,162,707
Materials and Supplies	51,982	53,079	40,199	40,199	184,621
Subtotal Operating Costs	\$ 946,472	\$ 858,430	\$ 1,073,359	\$ 1,073,359	\$ 1,347,328
Total Operating	\$ 1,847,594	\$ 1,573,027	\$ 1,767,304	\$ 1,775,791	\$ 2,167,159
Total Capital	\$ 435,128	\$ 123,875	\$ 15,000	\$ 481,480	\$ 105,000
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 2,282,722	\$ 1,696,902	\$ 1,782,304	\$ 2,257,271	\$ 2,272,159

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 \$1,145,421, Telephone and Internet services \$111,500, Misc Hardware repairs not covered by service agreement \$25,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - Switch replacements \$80,000, Cable Tester replacement \$25,000



ACTIVITY DESCRIPTION:

The mission of the City's GIS Division is to provide proactive support and assistance in terms of both technology and staff, to acquire, convert, integrate, maintain, document, analyze, coordinate, and distribute geographic information for a variety of City needs. 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. Based on hourly division totals compiled since 2006, 20% of staff time has been committed to the Utilities Department, 14% to Engineering and Development, 10% to Public Works, and 4% to outside entities such as citizens, civic groups, and the Fire Department.

MAJOR GOALS FOR FY 2018/2019:

- To take a lead role in City-wide application software integration
- To create a new platform for GIS data dissemination internally and externally for local engineers and surveyors
- 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:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
Staff: Population Ratio	1:5,082	1:5,108	1:5,333	1:5,420	1:5,235	1:6,093	1:7832
# of City Employees (RFTE)	294.25	292	303.25	302	290	272	277.5
Staff: Employee Ratio	1:49	1:48	1:50	1:50	1:48	1:54	1:62
*Data Collected on Calendar Year	*2012	*2013	*2014	*2015	*2016	*2017	2018
Area of City (sq. mi.)	19.67	20.87	21.12	21.65	21.69	21.71	23
# Fire Hydrants	2,221	2,252	2,275	2,285	2310	2321	2325
# Water Valves	6,839	7,104	7,150	7,463	7,819	7947	8144
Water lines (mi.)	319.8	331.1	350	381	379.17	396.9	400.95
# Sewer Manholes	4,014	4,047	4,075	4,085	4,119	4182	4255
Sewer lines (mi.)	195.3	196.9	200	205.6	199	202	205.18
# Address points	18,970	18,973	19,000	21,256	21,374	21364	21,615
# Parcels	12,870	12,893	13,000	12,819	13,692	13,965	13,962
# GPS Collection Points	49,176	51,487	55,000	56,000	2,786	58,230	24,626

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2016*	2017/2018	2018/2019
Planning/GIS Manager	1	1	1	1	1	1	.5
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	2	2
GIS Specialist	3	3	3	3	3	1	1
Total GIS	6	6	6	6	6	5	4.5

*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	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	421,370	351,141	356,947	356,947	321,470
Overtime	-	-	-	-	-
Merit Pay Plan	-	5,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	204,976	164,575	164,766	171,459	153,093
Subtotal Personnel Costs	\$ 626,346	\$ 520,716	\$ 521,713	\$ 528,406	\$ 474,563
Contractual Services	51,869	64,272	64,283	64,283	22,792
Materials and Supplies	15,104	7,485	16,677	16,677	27,917
Subtotal Operating Costs	\$ 66,973	\$ 71,757	\$ 80,960	\$ 80,960	\$ 50,709
Total Operating	\$ 693,319	\$ 592,473	\$ 602,673	\$ 609,366	\$ 525,272
Total Capital	\$ 43,614	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 736,933	\$ 592,473	\$ 602,673	\$ 609,366	\$ 525,272

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

Contractual Services - n/a

Materials and Supplies - n/a

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



ACTIVITY DESCRIPTION:

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

MAJOR GOALS FOR FY 2018/2019:

- Conduct an evaluation of new patrol districts, post annexation, to ensure appropriate resource distribution and maintain appropriate response time. Make adjustments accordingly.
- Continue to recruit, hire and train new staff consistent with staffing levels identified and approved.
- Implement new GPS systems in all marked police department vehicles to be consistent with the City's AVL system.

PERFORMANCE MEASURES:	2011	2012	2013	2014	2015	2016	2017
Population Served	30,340	30,646	32,000	32,520	31,411	30,467	30,713
Service Area of City (square miles)	19.6	19.7	20.87	21.66	21.69	21.71	21.71
Number of Sworn Staff	55	55	56	57	55	55	56
Number of Sworn Staff per Capita	1.81	1.80	1.75	1.75	1.75	1.80	1.78
Total Calls for Service	34,738*	35,536*	33,542*	36,433*	37,005*	31,884*	28,809
Number of Part I/II Crimes	4,293	5,093	4,385	4,374	4,150	3,657	4,225
Total Number of Traffic Crashes	1,442	1,247	1,267	1,354	1,332	1,114	1,049
Total Number of Crash Related Injuries	167	252	206	265	267	200	155

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

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018	2018/2019
Chief of Police	1	1	1	1	1	1	1
Deputy Chief of Police	1	1	0	0	0	0	0
Police Lieutenant	2	2	2	2	2	2	2
Police Sergeant	5	5	6	6	6	5	5
Police Corporal	6	6	6	6	5	5	5
Police Officer	40	40	41	42	39	39	43
Technical Services Manager	1	1	1	1	1	0	0
Personnel Services Coordinator	1	0	0	0	0	0	0
Community Service Officer	3	3	3	3	3	2	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	4	4	4
Intern	2.5	1	1	1	0	0	0
Total Police Department	70.5	68	69	70	64	61	65

*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			Original	Adjusted	Requested
Police	Actual	Actual	Budget	Budget	Budget
001-40-40-421	2015-16	2016-17	2017-18	2017-18	2018-19
Salaries	4,258,613	3,818,810	3,799,460	3,900,674	4,106,048
Overtime	239,792	133,337	244,300	198,300	246,300
Merit Pay Plan	-	57,250	-	-	-
On-Call Pay	22,232	11,302	12,500	12,500	12,500
Benefits	2,132,733	1,932,206	1,987,931	2,126,069	2,219,329
Subtotal Personnel Costs	\$ 6,653,370	\$ 5,952,906	\$ 6,044,191	\$ 6,237,543	\$ 6,584,177
Contractual Services	99,708	90,375	112,810	112,810	114,850
Materials and Supplies	840,957	741,662	696,383	741,862	785,724
Subtotal Operating Costs	\$ 940,664	\$ 832,037	\$ 809,193	\$ 854,672	\$ 900,574
Total Operating	\$ 7,594,034	\$ 6,784,943	\$ 6,853,384	\$ 7,092,215	\$ 7,484,751
Total Capital	\$ 90,477	\$ 35,711	\$ -	\$ 51,185	\$ 96,000
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 7,684,511	\$ 6,820,654	\$ 6,853,384	\$ 7,143,400	\$ 7,580,751

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 \$217,000, Vehicle replacement \$181,224, Training and education \$31,000, Computer plan \$39,400, Gasoline \$116,600, Firearms supplies, animal care, investigative supplies, patrol supplies, Special Operations supplies \$75,800

Capital - *Unless Noted, All Items Approved CIP* - Marked Police Patrol vehicles \$96,000

FUND: General
UNIT: Dispatch



City of Gillette, Wyoming

DEPT: Police
CODE: 4041

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 2018/2019:

- Complete planning for dispatch space reorganization and remodel. Complete remodel as designed.
- Implement the use of Power DMS for training and dispatch procedure / protocol updates to ensure distribution and notification acknowledgement.

PERFORMANCE MEASURES:

	2011	2012	2013	2014	2015	2016	2017
Population	30,340	30,646	32,000	32,520	31,411	30,467	30,713
Total Calls Received in the Center	104,538	102,923	85,501	95,915	85,743	58,704*	59,121
Total Calls for Service Dispatched	34,738**	35,536**	33,542**	36,433**	37,005**	31,884	28,809
Number of Staff	9	9	9	9	9	10	11
Staff to Total Calls Ratio	1:11,615	1:11,436	1:9,500	1:10,657	1:9,527	1:5,870	1:5,374

* 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:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Police Communications Coordinator	1	1	0	0	0	0	0
Police Communications Technician	8	8	8	10.5	10	10	10
Police Communications Supervisor	0	0	1	1	1	1	1
Total Dispatch	9	9	9	11.5	11	11	11

GENERAL FUND					
Dispatch	Actual	Actual	Original	Adjusted	Requested
001-40-41-421	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	560,024	529,810	594,491	594,491	621,368
Overtime	39,471	39,663	40,000	40,000	40,000
Merit Pay Plan	-	7,833	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	268,949	264,188	324,530	335,677	331,097
Subtotal Personnel Costs	\$ 868,444	\$ 841,494	\$ 959,021	\$ 970,168	\$ 992,465
Contractual Services	955	960	960	960	960
Materials and Supplies	6,943	3,692	15,500	16,963	11,000
Subtotal Operating Costs	\$ 7,899	\$ 4,652	\$ 16,460	\$ 17,923	\$ 11,960
Total Operating	\$ 876,343	\$ 846,146	\$ 975,481	\$ 988,091	\$ 1,004,425
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 876,343	\$ 846,146	\$ 975,481	\$ 988,091	\$ 1,004,425

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 2018/2019:

- 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:

	2011	2012	2013	2014	2015	2016	2017
Crime Victims Served	1,079	2,146	1,808	2,243	1,334	1,579	891
# of Officer Requests for Service	91	93	229	189	113	64	75
Volunteer Hours	1,728	1,755	4,174	5,039	3,857	2,478	2,808
# of Active Volunteers	24	24	17	12	9	7	4
Volunteers Recruited	5	12	11	3	1	1	1
Number of Restitution Orders	117	117	154	294	432	313	272
Number of Returned Surveys	22	12	5	9	9	23	7

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

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Victim Services Director	1	1	1	1	1	1	1
Victim Service Specialists	1	1	2	2	1	1	1
Total Victim Services	2	2	3	3	2	2	2

GENERAL FUND					
Victim Services	Actual	Actual	Original	Adjusted	Requested
001-40-42-421	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	92,889	94,318	94,516	95,912	97,345
Overtime	245	-	500	500	500
Merit Pay Plan	-	2,000	-	-	-
On-Call Pay	3,927	5,963	7,105	7,105	7,105
Benefits	44,056	56,873	59,459	66,004	65,789
Subtotal Personnel Costs	\$ 141,117	\$ 159,154	\$ 161,580	\$ 169,521	\$ 170,739
Contractual Services	1,456	1,500	1,500	1,500	1,500
Materials and Supplies	1,455	9,472	15,484	19,986	13,484
Subtotal Operating Costs	\$ 2,911	\$ 10,972	\$ 16,984	\$ 21,486	\$ 14,984
Total Operating	\$ 144,028	\$ 170,126	\$ 178,564	\$ 191,007	\$ 185,723
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 144,028	\$ 170,126	\$ 178,564	\$ 191,007	\$ 185,723

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 2018/2019:

- Continue to implement new strategies and practices to increase adoptions.
- Continue training for shelter staff to maintain National Animal Shelter Assistant Certification.
- Complete wall repairs for structural integrity and complete painting kennels and rabies room at the shelter.

PERFORMANCE MEASURES:

	2011	2012	2013	2014	2015	2016	2017
Population Served	30,340	30,646	32,000	32,520	31,411	30,467	30,713
Service Area of City (square miles)	19.6	19.7	20.87	21.66	21.69	21.71	21.71
Total Calls for Service Handled	5,281	5,142	4,235	5,472	5,559	3,607	3,046
Total Number of City Animals Handled	2,345	2,475	2,303	1,602	2,069	1,763	1,919
Total Number of Running at Large Animals Impounded	1,332	1,439	1,381	1,263	1,230	1,553	1,703
Total Animals Handled at Shelter *	3,346	3,538	3,275	3,155	2,992	2,455	2,666
Total Animals Adopted *	714	929	713	846	760	679	679

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

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018	2018/2019
Animal Control Supervisor	1	1	1	1	1	1	1
Animal Control Officers	4	3	3	3	3	3	3
Animal Shelter Assistant	1	2	3	3	3	2	3
Total Animal Control	6	6	7	7	7	6	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
Animal Control / Animal Shelter	Actual	Actual	Budget	Budget	Budget	
001-40-44-429 / 001-40-45-429	2015-16	2016-17	2017-18	2017-18	2018-19	
Salaries	328,879	271,809	272,544	290,487	320,364	
Overtime	1,856	1,351	4,700	4,700	4,700	
Merit Pay Plan	-	6,000	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	190,797	155,703	153,993	174,080	195,359	
Subtotal Personnel Costs	\$ 521,532	\$ 434,863	\$ 431,237	\$ 469,267	\$ 520,423	
Contractual Services	30,103	30,027	52,180	52,180	52,180	
Materials and Supplies	63,599	77,874	63,700	63,700	76,334	
Subtotal Operating Costs	\$ 93,702	\$ 107,900	\$ 115,880	\$ 115,880	\$ 128,514	
Total Operating	\$ 615,235	\$ 542,763	\$ 547,117	\$ 585,147	\$ 648,937	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 615,235	\$ 542,763	\$ 547,117	\$ 585,147	\$ 648,937	

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 (including the Traffic Safety Division, Parks Division (including the Forestry Division) Solid Waste Division, Facilities Maintenance and Vehicle Maintenance. 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, 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 five 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 2018/2019:

- 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 with the recycling contractor to manage the City's Blue Bag Recycling Program.
- To implement a management plan to provide services to Antelope Valley and Crestview subdivisions including Streets, Parks, and Solid Waste divisions.
- To oversee a cost effective fleet management plan including replacement and depreciation programs for the City and other involved fleets.
- To provide oversight for the upkeep and maintenance for all City facilities and manage contractors working on our facilities.

PERFORMANCE MEASURES:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
# of Public Works Employees Managed (RFTE)	40	40	41	41	42	54	54
Staff: Population Ratio	1:762	1:766	1:781	1:793	1:747	1:564	1:569
# of Incident Management Requests: (Citizen Requests)	0	0	475	1,101	1094	894	920

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Public Works Director	1	1	1	1	1	1	1
Public Works Operations Manager	0	1	1	1	1	0	0
Senior Administrative Assistant	1	1	1	1	1	1	1
Administrative Assistant	2	2	2	2	2	1	1
Total Public Works Administration	4	5	5	5	5	3	3

GENERAL FUND				Original	Adjusted	Requested
Public Works Administration	Actual	Actual		Budget	Budget	Budget
001-50-50-419	2015-16	2016-17		2017-18	2017-18	2018-19
Salaries	337,908	242,795		232,649	232,649	234,188
Overtime	1,691	197		2,000	2,000	2,000
Merit Pay Plan	-	3,000		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	180,802	137,621		122,442	126,804	119,243
Subtotal Personnel Costs	\$ 520,400	\$ 383,612	\$	\$ 357,091	\$ 361,453	\$ 355,431
Contractual Services	20,519	16,718		19,307	19,307	22,206
Materials and Supplies	10,594	11,679		13,795	24,310	20,495
Subtotal Operating Costs	\$ 31,113	\$ 28,397	\$	\$ 33,102	\$ 43,617	\$ 42,701
Total Operating	\$ 551,513	\$ 412,009	\$	\$ 390,193	\$ 405,070	\$ 398,132
Total Capital	\$ -	\$ -	\$	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 551,513	\$ 412,009	\$	\$ 390,193	\$ 405,070	\$ 398,132

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: Parks

City of Gillette, Wyoming

DEPT: Public Works
CODE: 5051

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 benches for the Memorial Program.

MAJOR GOALS FOR FY 2018/2019:

- Continue to review, revise and update the Parks and Pathways Master Plan to ensure that it remains a living document.
- Continue upkeep of existing irrigation systems to increase efficiency and allow targeted tree watering during drought cycles and upgrade components to ensure efficient water usage in all irrigated areas while remaining within the water budget.
- Continue using fiscally constrained alternative plans for prioritized spending within existing funding.
- Pursue and support a Cost Share Program opportunity in partnership with the Campbell County Conservation District through the District's water quality improvement program to add additional Dog Waste Stations.
- Continue to install trash receptacles in Parks and along pathways.
- In response to conflicts with Runner's Groups at the ECSC, manage and monitor alternative forms of maintenance to allow a more user-friendly running path.
- Pursue and support potential tourism opportunities to benefit the community by working with various sports organizations to sanction tournaments using City of Gillette facilities.
- Complete playground repairs in: Westridge, Northland Village, Lion Winland, Sunburst, Heritage, Sierra Glen, Sage Bluffs, Overlook, Hidden Valley Parks.
- Improve training programs and other ongoing educational opportunities which commit to the further development of seasonal and full time employees of the Parks Division.
- Develop a long-term strategy to monitor and treat invasive plant infestations.

PERFORMANCE MEASURES:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018 /2019
Developed Parks	36	37	38	38	38	38	39
Developed Park Acres	210	229	661.11	661.11	661.11	661.11	677.77
Undeveloped Acres	740	535	157.35	157.35	157.35	157.35	157.35
Pathway Miles	61	65	48.92	52.2	53.7	55	62
STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Parks Manager	1	1	1	1	1	1	1
Parks Crew Lead	1	1	0	0	0	0	0
Park Services Worker/Public Works Operators	8	7	9	9	7	7	7
Summer/Seasonal Workers	27	31	34	34	21	30*	21
Total Parks Division	36	40	44	44	29	38	29

*Note: 9 additional seasonals in 2017/2018 were from savings from turning the pool over to the Water Division.

GENERAL FUND					
Parks & Landscaping	Actual	Actual	Original	Adjusted	Requested
001-50-51-452	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	657,302	533,066	689,217	826,773	567,885
Overtime	38,733	18,421	34,000	34,000	29,000
Merit Pay Plan	-	6,500	-	-	-
On-Call Pay	12,173	2,252	7,500	7,500	7,500
Benefits	289,290	233,554	264,519	271,010	241,018
Subtotal Personnel Costs	\$ 997,499	\$ 793,793	\$ 995,236	\$ 1,139,283	\$ 845,403
Contractual Services	146,772	88,151	96,939	96,939	96,623
Materials and Supplies	790,536	709,698	731,611	731,611	794,774
Subtotal Operating Costs	\$ 937,308	\$ 797,850	\$ 828,550	\$ 828,550	\$ 891,397
Total Operating	\$ 1,934,807	\$ 1,591,642	\$ 1,823,786	\$ 1,967,833	\$ 1,736,800
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 1,934,807	\$ 1,591,642	\$ 1,823,786	\$ 1,967,833	\$ 1,736,800

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

Contractual Services - Internal Services \$44,383

Materials and Supplies - Vehicle maintenance \$124,200, Vehicle replacement \$105,174, Utilities \$400,000, Gasoline \$26,000, Mosquito abatement, fibar, mulch, chemicals \$68,000

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 2018/2019:

- Receive Tree City USA designation for the 26th 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:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Trees Trimmed	**1,997	***2,575	282	325	618	460	425
Trees Removed	193	227	159	175	205	163	120
Stumps Ground	161	105	149	155	155	140	145
Trees Planted	68	1028	379	275	112	207	175
Trees Transplanted	61	54	15	30	17	15	15
Public Consultations	63	98	90	95	90	101	90
Christmas Trees Chipped (Tons)	6	9	15	15	7	9	9

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

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Arborist	1	1	1	1	1	1	1
Public Works Operator	1	1	1	1	1	1	1
Seasonal Worker	3	3	3	3	0	0	0
Total Forestry Division	5	5	5	5	2	2	2

GENERAL FUND					
Forestry	Actual	Actual	Original	Adjusted	Requested
001-50-53-452	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	106,114	88,689	88,110	88,110	95,785
Overtime	6,099	4,812	6,000	6,000	5,000
Merit Pay Plan	-	2,000	-	-	-
On-Call Pay	3,974	1,034	1,250	1,250	1,250
Benefits	57,384	53,043	52,334	53,986	56,483
Subtotal Personnel Costs	\$ 173,571	\$ 149,577	\$ 147,694	\$ 149,346	\$ 158,518
Contractual Services	185,385	201,670	6,500	164,145	6,500
Materials and Supplies	44,741	50,191	52,280	52,280	56,422
Subtotal Operating Costs	\$ 230,126	\$ 251,861	\$ 58,780	\$ 216,425	\$ 62,922
Total Operating	\$ 403,697	\$ 401,438	\$ 206,474	\$ 365,771	\$ 221,440
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 403,697	\$ 401,438	\$ 206,474	\$ 365,771	\$ 221,440

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 2018/2019:

- 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.
- Work with Engineering to utilize and keep up to date the Paver Management Software System.

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Spring Clean Up Tons	174	119	251	412	62(CWDD)	128(CWDD)	150 (CWDD)
Total Miles Plowed	40,768	43,952	41,427	42,000	31,679	27,065	35,000
Total Miles Swept	15,567	11,294	12,586	12,500	10,743	13,336	14,000
Right Of Way Acres Mowed	3,412	2,473	2,282	3,285	2,2228	1,923	2,500
Number of Dewatering Wells	47	49	49	49	47	47	47
Feet of Drainages Cleaned	60,784	56,381	32,591	40,000	35,682	48,870	45,000

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

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Streets Manager	0	0	0	0	0	1	1
Street Superintendent	1	0	0	0	0	0	0
Streets Supervisor	0	1	1	1	0	0	0
Streets Crew Supervisor	2	0	0	0	1	0	0
Streets Lead Operator	0	0	0	2	0	0	0
Streets Sr. Operator	1	1	2	2	2	4	3
Streets Operator	13	14	13	11	13	10	12
Seasonal Summer Workers	4	4	6	6	0	0	0
Total Streets Division	21	20	22	22	16	15	16

GENERAL FUND					
Streets	Actual	Actual	Original	Adjusted	Requested
001-50-54-431	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	773,852	727,393	705,974	731,628	764,014
Overtime	92,903	47,591	50,000	50,000	50,000
Merit Pay Plan	-	15,000	-	-	-
On-Call Pay	28,512	13,312	15,000	15,000	15,000
Benefits	483,396	453,575	446,754	480,337	472,740
Subtotal Personnel Costs	\$ 1,378,663	\$ 1,256,872	\$ 1,217,728	\$ 1,276,965	\$ 1,301,754
Contractual Services	404,415	88,177	91,750	91,750	101,986
Materials and Supplies	2,091,433	1,269,096	1,820,355	1,692,799	1,874,410
Subtotal Operating Costs	\$ 2,495,848	\$ 1,357,273	\$ 1,912,105	\$ 1,784,549	\$ 1,976,396
Total Operating	\$ 3,874,511	\$ 2,614,145	\$ 3,129,833	\$ 3,061,514	\$ 3,278,150
Total Capital	\$ -				
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 3,874,511	\$ 2,614,145	\$ 3,129,833	\$ 3,061,514	\$ 3,278,150

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 \$33,646, 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 \$339,700, Vehicle replacement \$309,189, Rental of Pool Vehicles \$65,000, Utilities \$52,290, Electricity for street lights \$155,666, Diesel \$61,700, Ice slicer \$400,000, Cold patch mix and Emulsion \$40,000, Street light installation and maintenance \$90,000

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 assisting Public Works, Traffic Safety Division, by providing technical evaluation and traffic engineering management of all traffic control signs and signals throughout the City's roadway network.

MAJOR GOALS FOR FY 2018/2019:

- To complete programmed capital construction projects on time and within budget:
 - Pavement Management Project: PMS 2019, Alley PMS 2019, PMS 2018 Schedule A, PMS 2018 Schedule B, and Alley PMS 2018; Pavement Rehab/Patch: Various Projects; 4J Path Repairs; Boxelder Road: Emerson Avenue to Hwy 59; Gurley Overpass Deck Rehabilitation; Donkey Creek Pathway Phase I and II; Dalbey Park to Energy Capital Sports Complex Pathway; General Drainage: Various Projects; Interstate Industrial Park, LID; Winland Industrial Park Water and Sewer Improvements; 2018 Water Main Replacement; 2018 Sanitary Sewer Main Replacement; Madison Water Load-Out Facility and Pine Ridge Tank Drain Project; 2019 Water Main Replacement; 2019 Sanitary Sewer Main Replacement; Water Tank Rehabilitation Z1-R2
- 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
- Coordinate project bids to optimize pricing, leverage Contractors' schedules, and take advantage of seasonal project schedules that will benefit the bidding and construction processes

PERFORMANCE MEASURES:

- Evaluate projects at milestones. Make modifications as needed to meet budgetary guidelines
- Timely turnaround on development review projects and permitting
- Project Evaluation Surveys will be sent to Consultants and General Contractors to summarize and document project milestones, issues and successes. This information will be discussed with the Consultants and General Contractors, and subsequently shared with the Chamber of Commerce for distribution to their NEWCA membership.

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Capital Projects Under Construction	29	24	26	30	25	19	11
# of Capital Projects Under Design	25	17	38	28	18	14	10
# of Engineering Studies	7	5	11	8	5	5	1
# of Inspections*	45	21	15	20	17	17	20
# of Permits to Construct Issued	20	22	24	18	16	18	17
# of Street Cut Permits Issued	131	127	135	95	100	156	125

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

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018	2018/2019
Director of Development Services	1	1	1	1	1	1	1
City Engineer	2	2	2	2	2	1**	1
Capital Projects Coordinator	0	0	0	0	0	0	1***
Senior Civil Engineer/Civil Engineer	2/2	2/2	2/2	2/2	2/2	2/1	3/0
Engineering Specialist	3	3	3	3	3	3	3
Administrative Supervisor	1	1	1	0	0	0	0
Sr. Administrative Assistant	1	1	1	2	2	1	1
Total Engineering	12	12	12	12	12	9	10

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

**Position budgeted but not filled for majority of FY2017/2018.

***Position created by transferring Utilities Engineering manager to City Engineering in FY2017/2018.

GENERAL FUND					
Engineering	Actual	Actual	Original	Adjusted	Requested
001-60-60-419	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	1,069,938	900,599	653,554	824,707	924,510
Overtime	11,078	5,162	5,000	5,000	5,000
Merit Pay Plan	-	9,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	463,302	369,144	269,844	369,258	441,575
Subtotal Personnel Costs	\$ 1,544,318	\$ 1,283,905	\$ 928,398	\$ 1,198,965	\$ 1,371,085
Contractual Services	18,641	18,352	16,040	16,040	21,140
Materials and Supplies	43,574	20,760	38,112	38,112	50,773
Subtotal Operating Costs	\$ 62,215	\$ 39,113	\$ 54,152	\$ 54,152	\$ 71,913
Total Operating	\$ 1,606,533	\$ 1,323,017	\$ 982,550	\$ 1,253,117	\$ 1,442,998
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,606,533	\$ 1,323,017	\$ 982,550	\$ 1,253,117	\$ 1,442,998

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 2018/2019

- 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
- Implement the 2018 International Building Codes
- Implement the 2017 National Electric Codes

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Commercial Building Permits	28	28	30	51	12	15	12
Residential Building Permits	143	128	142	53	14	26	30
Total All Permits (elec., mech., plbg., etc.)	2,685	2,351	2,595	1,612	1,324	1,611	1,800
Stormwater Permits	0	0	0	0	21	23	36
Field Inspections	9,515	8,175	10,430	5,367	3,592	5,750	6,000
Stormwater Inspections	0	0	0	0	21	273	350
Contractor Licenses	744	769	864	876	822	800	820
Individual Trade Licenses	457	439	523	449	432	414	435

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018	2018/2019
Chief Building Official	1	1	1	1	1	1	1
Deputy Building Official/Plans Examiner	0	0	0	0	0	1	1
Deputy Building Official	1	1	1	1	1	0	0
Building Inspector	3	3	2	2	2	2	2
Building Counter Technician	1	1	1	1	1	1	1
Plans Examiner	1	1	1	1	1	0	0
Administrative Specialist	1	1	0	0	0	0	0
Administrative Assistant	0	0	1	1	1	1	1
Licensing Technician	1	1	1	0	0	0	0

Total Building Inspection

9	9	8	7	7	6	6
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*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time positions during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND				Original	Adjusted	Requested
Building Inspection	Actual	Actual	Budget	Budget	Budget	Budget
001-60-61-424	2015-16	2016-17	2017-18	2017-18	2017-18	2018-19
Salaries	479,878	401,136	396,683	410,232	405,732	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	6,000	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	207,647	162,248	160,922	170,811	172,586	
Subtotal Personnel Costs	\$ 687,525	\$ 569,384	\$ 557,605	\$ 581,043	\$ 578,318	
Contractual Services	4,547	19,269	8,080	8,080	31,580	
Materials and Supplies	31,383	14,543	35,188	35,188	37,120	
Subtotal Operating Costs	\$ 35,931	\$ 33,812	\$ 43,268	\$ 43,268	\$ 68,700	
Total Operating	\$ 723,456	\$ 603,197	\$ 600,873	\$ 624,311	\$ 647,018	
Total Capital	\$ -					
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 723,456	\$ 603,197	\$ 600,873	\$ 624,311	\$ 647,018	

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

Contractual Services - Building Demolition \$25,000

Materials and Supplies - n/a

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

GENERAL FUND				Original	Adjusted	Requested
Traffic Safety	Actual	Actual		Budget	Budget	Budget
001-60-62-424	2015-16	2016-17		2017-18	2017-18	2018-19
Salaries	116,319	106,801		106,830	110,336	106,830
Overtime	426	77		1,000	1,000	1,000
Merit Pay Plan	-	2,000		-	-	-
On-Call Pay	19,073	9,553		9,500	9,500	-
Benefits	51,961	45,695		45,803	47,806	45,930
Subtotal Personnel Costs	\$ 187,778	\$ 164,126	\$	163,133	\$ 168,642	\$ 153,760
Contractual Services	212,228	221,895		231,080	231,080	231,080
Materials and Supplies	68,221	63,839		88,727	88,727	90,629
Subtotal Operating Costs	\$ 280,448	\$ 285,733	\$	319,807	\$ 319,807	\$ 321,709
Total Operating	\$ 468,226	\$ 449,859	\$	482,940	\$ 488,449	\$ 475,469
Total Capital	\$ -	\$ -	\$	-	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ 468,226	\$ 449,859	\$	482,940	\$ 488,449	\$ 475,469

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 \$35,000, 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 now consists of three FTE's- two Planners and a Planning & GIS Manager.

MAJOR GOALS FOR FY 2018/2019:

- Continue efforts to complete the update of the Zoning Ordinance
- Continue to implement the goals and objectives of the 2013 City Comprehensive Plan Update
- With the integration of Planning with GIS, continue creating and practicing the digital code
- Complete studies, regulatory review, policy analysis and special projects as requested

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Annexations/Pre-Annexations	2/2	3/0	4/2	3/1	6/2	6/3	5/3
Sketch Plats	1	1	0	1	0	0	1
Preliminary Plats	7	1	3	2	0	0	3
Major Final Plats/Minor Final Plats	6/34	9/12	7/20	5/20	0/21	0/18	1/20
Condominium Plats	2	0	0	1	1	1	2
Commercial Site Plans/Development Plans	25/5	9/3	22/6	25/3	10/2	7/3	8/2
Subdivision Text/Zoning Text Amendments	0/0	0/0	0/1	0/1	0/3	0/2	0/5
Zoning Map Amendments	9	6	7	7	5	7	7
Easement/R-O-W Vacations	8/2	5/0	3/1	3/1	2/1	2/1	2/1
County Preliminary Plats/County Final Plats	0/1	0/3	0/3	0/3	0/2	0/2	0/3

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018	2018/2019
Planning/GIS Manager	1	1	1	1	1	0	.5
Planner	2	1	1	1	1	2	2
Senior Planner	1	1	1	1	0	0	0
Planning Technician	0	1	0	0	0	0	0
Administrative Assistant	1	1	1	1	1	0	0
Total Planning	5.0	5.0	4.0	4.0	3.0	2.0	2.5

*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					
Planning	Actual	Actual	Original	Adjusted	Requested
001-60-63-419	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	202,132	150,464	128,746	155,966	178,174
Overtime	-	-	500	500	-
Merit Pay Plan	4,950	1,167	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	91,473	87,119	69,907	85,287	104,001
Subtotal Personnel Costs	\$ 298,555	\$ 238,749	\$ 199,153	\$ 241,753	\$ 282,175
Contractual Services	4,299	42,884	101,650	101,650	12,130
Materials and Supplies	11,782	7,865	15,760	15,760	14,360
Subtotal Operating Costs	\$ 16,082	\$ 50,749	\$ 117,410	\$ 117,410	\$ 26,490
Total Operating	\$ 314,636	\$ 289,498	\$ 316,563	\$ 359,163	\$ 308,665
Total Capital	\$ 23,957	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -				
GRAND TOTAL	\$ 338,593	\$ 289,498	\$ 316,563	\$ 359,163	\$ 308,665

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 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 currently consists of one FTE, a single Code Compliance Inspector.

MAJOR GOALS FOR FY 2018/2019:

- 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 the GIS division to implement technology
- Promote employee continuing education to ensure each employee in the division maintains membership in the American Association of Code Enforcement

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Grass/Weeds	500	884	620	714	765	650	723
Other Nuisances	187	165	160	363	318	200	220
Unlicensed/Inoperable Vehicles	810	512	650	422	455	465	464
Temporary Signs	8	5	7	13	5	4	4
Home Occupations	10	6	7	9	5	4	4
Daycare Investigations	9	2	6	5	4	3	3
Other Zoning	12	15	15	12	0	4	4

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018	2018/2019
Code Compliance Inspector	2	2	2	2	2	1	1.5
Total Code Compliance	2	2	2	2	2	1	1.5

*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					
Code Compliance	Actual	Actual	Original	Adjusted	Requested
001-60-64-419	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	100,532	63,319	53,394	58,390	81,974
Overtime	-	77	250	250	-
Merit Pay Plan	-	1,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	55,980	49,805	35,252	36,946	62,177
Subtotal Personnel Costs	\$ 156,512	\$ 114,201	\$ 88,896	\$ 95,586	\$ 144,151
Contractual Services	3,190	3,421	3,000	3,000	3,000
Materials and Supplies	12,550	-	6,950	6,950	7,296
Subtotal Operating Costs	\$ 15,740	\$ 3,421	\$ 9,950	\$ 9,950	\$ 10,296
Total Operating	\$ 172,252	\$ 117,622	\$ 98,846	\$ 105,536	\$ 154,447
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 172,252	\$ 117,622	\$ 98,846	\$ 105,536	\$ 154,447

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

Contractual Services - n/a

Materials and Supplies - n/a

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

FUND: Optional Sales Tax
UNIT: One Percent Revenue



City of Gillette, Wyoming

DEPT: Engineering
CODE: 201

ACTIVITY DESCRIPTION:

The majority of this revenue is derived from the county-wide Optional One Percent tax, which is approved by the voters every four years. These revenues mirror the changes in the general sales tax. After a steady decline throughout fiscal year 2016 and 2017, sales tax revenues have rebounded slightly in fiscal year 2018. Based on current year to date receipts, One Percent sales tax revenues are projected to be approximately \$15.9M for fiscal 2018. Although there are encouraging signs that coal and oil production have somewhat recovered and leveled off after the steep decreases in the last two years, there are still lingering uncertainties with the energy sector, and therefore the fiscal year 2019 budget anticipates sales tax receipts at a more conservative level than fiscal year 2018 actual receipts. Also included are anticipated grant revenues for a pathway between Dalbey Park and Gillette College totaling \$480,000. A portion of the fuel tax allocation to cities and towns, totaling \$1,170,000, is also included in the 1% Fund to apply toward pavement management system (PMS) projects.

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

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

OPTIONAL SALES TAX

Revenue 201-00-00-300	Actual 2015-16	Actual 2016-17	Original Budget 2017-18	Adjusted Budget 2017-18	Requested Budget 2018-19
Sales & Use Tax	16,662,718	13,483,016	13,300,000	13,300,000	15,300,000
Motor Fuel Tax	774,907	1,092,244	1,090,000	1,090,000	1,170,000
Federal Grants	193,801	131,351	-	556,517	480,000
State Grants	419,716	234,817	512,500	912,500	-
Local Grants	(15,185)	-	-	-	-
State Loans	-	-	1,537,500	1,537,500	-
Interest on Investments	64,401	116,219	119,000	119,000	189,000
Unrealized Gain/Loss	19,761	(60,663)	-	-	-
Miscellaneous	114,080	170,000	-	135,000	-
Application of Unassigned Cash	-	-	-	10,664,280	252,500
GRAND TOTAL	\$ 18,234,199	\$ 15,166,984	\$ 16,559,000	\$ 28,314,797	\$ 17,391,500

FUND: Optional Sales Tax
UNIT: One Percent Expenses



City of Gillette, Wyoming

DEPT: Engineering
CODE: 1005

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 2018/19 budget will be funded with existing dollars available from 2017/18. Actual revenues earned in 2018/19 will be used for 2019/20 projects. The 2018/19 budgeted projects have been prioritized for funding and include: pavement management projects; beautification programs; park improvement projects; bridge design/right-of-way acquisition; drainage projects; water and sewer main replacements; and transfers to the Electric Fund and the Fiber 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 2015-16	Actual 2016-17	Original Budget 2017-18	Adjusted Budget 2017-18	Requested Budget 2018-19
Pavement Management System	4,894,175	2,349,508	4,000,000	7,663,500	5,165,000
Sidewalk Repairs	507,309	-	125,000	125,000	250,000
Land	22,886	150,779	195,500	195,500	260,000
Buildings	48,297	450,939	-	-	-
Beautification Programs	55,836	36,990	170,000	192,850	405,000
Park Improvement	793,893	86,110	733,000	1,105,583	415,000
Street Enhancements	2,865,894	59,584	45,000	1,631,000	-
Street & Major Road Ext	2,938,341	372,779	155,500	391,500	10,000
Traffic Signals	581,678	173,822	-	72,982	105,000
Bridges	199,694	94,353	745,000	1,845,000	1,000,000
Drainage Projects	63,834	3,031	200,000	235,000	400,000
Bike & Walking Pathways	79	7,899	-	1,247,090	750,000
Water Mains	2,751,014	2,144,900	3,600,000	4,600,000	3,400,000
Water Transmission Lines	647,347	-	-	-	-
Water Storage/Reservoirs	351,044	1,021	-	-	900,000
Sanitary Sewer Mains	3,837,871	1,850,963	1,600,000	2,929,792	1,900,000
LID Improvements	87,572	10,385	2,050,000	3,110,000	-
Furn/Fixtures/Equip	-	87,793	-	-	-
Social Services Funding	968,207	662,354	798,000	798,000	839,000
Outside Agency Funding	569,830	338,370	335,000	365,000	500,000
General Community	166,999	137,173	92,500	92,500	92,500
Interfund Transfers	1,505,000	1,170,404	1,000,000	1,000,000	1,000,000
GRAND TOTAL	\$ 23,856,800	\$ 10,189,158	\$ 15,844,500	\$ 27,600,297	\$ 17,391,500

OPTIONAL SALES TAX FUND**1% Optional Sales Tax****201-10-05-419****Actual
2015-16****Actual
2016-17****Original
Budget
2017-18****Adjusted
Budget
2017-18****Requested
Budget
2018-19**

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

Street Projects

Annual PMS Program, including:

Kluver Road and East 5th Street

City Pool Parking Lot improvements

Park Improvement Projects

Various Irrigation and Park improvements; Dalbey Park bridge painting

Beautification Projects

Gurley Avenue

Westover Road/Burma Avenue

Water Projects

Annual Water Main Replacement

Rehab Dump Hill water tank

Sanitary Sewer Mains

Annual Sanitary Sewer Main Replacement

Pathway Projects

Phase II Dalbey Park to College pathway

Bridges

Design and ROW Acquisition for new/additional bridge over railroad tracks

FUND: Local Improvement District 51
UNIT: Indian Hills



City of Gillette, Wyoming

DEPT: Administration
CODE: 251

ACTIVITY DESCRIPTION:

The Local Improvement District 51 Fund is for the receipts for water, sewer, and street improvements completed for the Indian Hills subdivision in 2009. As of 04/17/18, there are 20 remaining active Assessments in Local Improvement District 51.

LOCAL IMP. DISTRICT					
LID 51 Revenue - Indian Hills	Actual	Actual	Original	Adjusted	Requested
251-00-00-300	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Principle Revenue	-	-	7,881	7,881	6,174
Interest Revenue	-	-	907	907	588
GRAND TOTAL	\$ -	\$ -	8,788	8,788	\$ 6,762



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 2018/2019 (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	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Cap Tax - Madison Project	80,106	82,983	-	-	-
Cap Tax - District Projects	20,027	22,125	-	-	-
State Grants	21,926,726	21,976,409	67,000	39,429,943	67,000
State Loan Revenues	-	-	-	-	-
District Grant Revenue	3,598,825	358,404	1,962,430	1,962,430	4,200,900
Madison Cap Tax Int	328,713	454,115	295,960	295,960	462,000
District Cap Tax Int	69,340	117,427	123,000	123,000	251,000
Unrealized Gain/Loss-WyoStar	52,675	(227,749)	-	-	-
Interfund Operating Transfer In	327,209	240,202	121,958	121,958	104,390
Application of Unassigned Cash	-	-	998,603	20,386,321	2,105,957
GRAND TOTAL	\$ 26,403,620	\$ 23,023,917	\$ 3,568,951	\$ 62,319,612	\$ 7,191,247

FUND: Madison Waterline
 UNIT: Madison Waterline (Expense)



City of Gillette, Wyoming

DEPT: Utilities
 CODE: 7072

ACTIVITY DESCRIPTION (EXPENSE):

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 2018/2019 (EXPENSE):

- 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 2018-2019:
 - #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 2018-2019:
 - #2c - M13, 14, 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)	(anticipated)	(anticipated)	(anticipated)	(anticipated)	(anticipated)	(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)	201,730,000.00	29,872,000.00	2,704,933.00	4,602,700.00	7,595,448.00	34,206,919.00	0.00	280,712,000.00
Cumulative Total (anticipated)	201,730,000.00	231,602,000.00	234,306,933.00	238,909,633.00	246,505,081.00	280,712,000.00	280,712,000	

STAFFING:	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Utilities Project Manager	0	1	1	1	1	1	1	1	1	1
Senior Administrative Assistant	0	1	1	1	1	0	0	0	0	0
Total Fund 301 (Madison Waterline)	0	2	2	2	2	1	1	1	1	1

MADISON WATERLINE

Madison Waterline 301-70-72-441	Actual 2015-16	Actual 2016-17	Original Budget 2017-18	Adjusted Budget 2017-18	Requested Budget 2018-19
Salaries	101,637	99,032	99,033	99,033	103,857
Overtime	-	-	-	-	-
Merit Pay Plan	-	1,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	35,523	37,428	41,054	42,911	44,780
Subtotal Personnel Costs	\$ 137,160	\$ 137,461	\$ 140,087	\$ 141,944	\$ 148,637
Contractual Services	10,190	5,964	69,583	69,583	43,432
Materials and Supplies	8,668	4,026	11,777	11,777	12,995
Subtotal Operating Costs	\$ 18,858	\$ 9,990	\$ 81,360	\$ 81,360	\$ 56,427
Total Operating	\$ 156,018	\$ 147,451	\$ 221,447	\$ 223,304	\$ 205,064
Total Capital	\$ 39,549,105	\$ 33,889,640	\$ 3,329,000	\$ 62,079,661	\$ 6,270,000
Interfund Transfers	\$ 96,750	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 39,801,872	\$ 34,037,091	\$ 3,550,447	\$ 62,302,965	\$ 6,475,064

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

Contractual Services - Internal Services \$32,472

Materials and Supplies - n/a

Capital - *Unless Noted, All Items Approved CIP* - Gillette Regional Water - District Extensions \$6,270,000

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, Fiber and Solid Waste Funds based on their projected use of the services.

UT ADMIN. FUND				Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget	
501-00-00-300	2015-16	2016-17	2017-18	2017-18	2018-19	
State Grants	13,665	-	-	-	-	-
Local Grants	9,496	-	-	-	-	-
Interest on Investments	2,130	3,739	5,000	5,000	-	-
Unrealized Gain/Loss	476	(2,330)	-	-	-	-
Fiber Lease Revenue	68,225	390,318	87,450	-	-	-
Transfer from City Depts	2,651,910	2,685,437	2,624,735	2,624,735	2,863,030	2,863,030
Interfund Operating Transfer In	23,690	-	-	-	-	-
Application of Unassigned Cash	-	-	21,160	264,770	-	-
Capital Contribution	-	-	-	-	-	-
GRAND TOTAL	\$ 2,769,592	\$ 3,077,164	\$ 2,738,345	\$ 2,894,505	\$ 2,863,030	



FUND: Utility Administration
UNIT: Administration

ACTIVITY DESCRIPTION:

Utility Administration (UA) is responsible for providing leadership and administrative support services for the following Eight (8) Utility Divisions:

- | | |
|---------------------------------------|---|
| 1. Madison (Fund 301, Division 72) | 5. Electrical Engineering (Fund 501, Division 71) |
| 2. Water (Fund 503, Division 73) | 6. Electrical Services (Fund 504, Division 74) |
| 3. City Pool (Fund 503, Division 77) | 7. SCADA (Fund 501, Division 76) |
| 4. Wastewater (Fund 505, Division 75) | 8. Fiber (Fund 506, Division 78) |

The UA Division is also responsible for developing short-term and long-range master plans, capital improvement plans and other utility infrastructure plans. A substantial amount of time is also devoted to exploring additional electrical generation options, long term water supplies and development of other critical utility resources. The UA Division works closely with the Finance Department to perform annual utility rate studies for all of the enterprise funds. The UA Division sets capital budgets and works with the Engineering Division, Capital Projects Manager, to implement Capital Improvement Projects for water and sewer projects in the City.

MAJOR GOALS FOR FY 2018/2019:

- Support the Utility Project Manager to complete the Madison Pipeline Project
- Continue future Regional Extensions for the Gillette Regional Water Project
- Implement major rehabilitation projects and condition assessments for the Wastewater Treatment Facility
- Evaluate rates and other financial resources to expand electrical infrastructure into recently annexed areas of the City
- Continue to replace and expand the City's broadband fiber network throughout the City, as resources allow
- Update Department Policies – review/recommend changes for existing purchasing and warehouse policies; review/update professional service and contractor procurement policies; review/recommend changes for employee promotion and compensation adjustments

PERFORMANCE MEASURES:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Population Served	30,490	30,646	32,000	32,520	31,411	30,467	30,713
# of Utilities Employees Managed (RFTE)	66	57	57	67	66	63	63
Utilities Employees: Population Ratio	1:462	1:538	1:561	1:485	1:476	1:484	1:488
# of Utilities Accounts Managed	15,691	15,794	15,916	16,120	16,706	16,823	17,624
Utilities Employees: Account Ratio	1:238	1:277	1:279	1:240	1:253	1:267	1:280
Budget Overseen	\$133.7M	\$128.9M	\$90M	\$94.5M	\$55.6M	\$53.3M	\$55.0M
Director/Manager (3): Budget Ratio	1: \$44.6M	1: \$43M	1: \$30M	1: \$31.5M	1: \$18.5M	1: \$17.8M	1: \$18.3M
STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Utilities Director	1	1	1	1	1	1	1
Senior Adm. Assistant/Administrative Assist.	2	1.75	1.75	1.75	1.75	1.75	2
Utilities System Analyst	1	1	1	0	0	0	0
Utilities Engineering Manager	1	1	1	1	1	1	0
Waste Diversion Manager	0	0	0	0	1	0	0
Total Utilities Administration Division	5	4.75	4.75	3.75	4.75	3.75	3

UT ADMIN. FUND				Original	Adjusted	Requested
Utilities Administration	Actual	Actual		Budget	Budget	Budget
501-70-70-440	2015-16	2016-17		2017-18	2017-18	2018-19
Salaries	423,258	362,898		353,603	353,603	243,881
Overtime	152	663		500	500	500
Merit Pay Plan	-	4,000		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	180,720	179,836		159,047	165,677	126,342
Subtotal Personnel Costs	\$ 604,131	\$ 547,396	\$	513,150	\$ 519,780	\$ 370,723
Contractual Services	99,505	109,780		80,241	80,241	106,404
Materials and Supplies	56,895	66,912		99,500	99,500	105,800
Subtotal Operating Costs	\$ 156,401	\$ 176,692	\$	179,741	\$ 179,741	\$ 212,204
Total Operating	\$ 760,531	\$ 724,089	\$	692,891	\$ 699,521	\$ 582,927
Total Capital	\$ -	\$ 5,211	\$	-	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$	-	\$ 230,000	\$ -
GRAND TOTAL	\$ 760,531	\$ 729,300	\$	692,891	\$ 929,521	\$ 582,927

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 \$100,044

Materials and Supplies - COG provided cell phones and land line telephones \$61,500

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



ACTIVITY DESCRIPTION:

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

MAJOR GOALS FOR FY 2018/2019:

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

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Fiber Raceway Installed (miles)						43.6	70.8
Number of Permits Issued	89	74	77	70	70	53	77
Number of Site Reviews	105	102	137	130	120	105	55
Number of E-Plan Reviews	260	172	130	117	110	87	85

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Electrical Manager	0	0	0	0	1	1	1
Senior Electrical Engineer	0	0	0	0	0	1	1
Electrical Engineering Manager	1	1	1	1	0	0	0
Electrical Engineering Supervisor	0	0	1	1	1	1	1
Electrical Engineer	1	1	1	1	1	0	0
Electrical Engineering Specialist	0	0	2	3	2	2	2
Electrical Engineering Designer	2	2	1	1	2	2	2
Total Electrical Engineering Division	4	4	6	7	7	7	7

UT ADMIN. FUND				Original	Adjusted	Requested
Electrical Engineering	Actual	Actual	Budget	Budget	Budget	Budget
501-70-71-440	2015-16	2016-17	2017-18	2017-18	2017-18	2018-19
Salaries	528,555	575,597	578,284	578,284	578,284	585,067
Overtime	2,778	565	5,000	5,000	5,000	5,000
Merit Pay Plan	-	7,000	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	223,532	241,378	242,507	253,350	253,350	295,384
Subtotal Personnel Costs	\$ 754,865	\$ 824,539	\$ 825,791	\$ 836,634	\$ 836,634	\$ 885,451
Contractual Services	43,390	87,522	94,712	94,712	94,712	135,101
Materials and Supplies	69,948	36,609	45,842	45,842	45,842	61,037
Subtotal Operating Costs	\$ 113,338	\$ 124,131	\$ 140,554	\$ 140,554	\$ 140,554	\$ 196,138
Total Operating	\$ 868,203	\$ 948,671	\$ 966,345	\$ 977,188	\$ 977,188	\$ 1,081,589
Total Capital	\$ 286,307	\$ 659,549	\$ 99,600	\$ -	\$ -	\$ 39,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,154,510	\$ 1,608,219	\$ 1,065,945	\$ 977,188	\$ 977,188	\$ 1,120,589

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 \$114,081

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - Staking Software \$39,000



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 2018/2019:

- Continue PLC upgrades at Water Division sites, which includes mitigation of arc flash hazards
- Upgrade the Boiler Control Power separate control voltages to mitigate arc flash hazards, Muffin Monster Grinder control upgrade
- Security upgrades at Electrical Services sites
- Continue installing controls for the Madison water expansion projects
- Continue to install and connect new fiber optic services

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Fiber Multi-Raceway Maintained (miles)	-	-	-	-	-	43.6	114.4
Broadband Radio Systems Maintained	77	93	93	93	101	101	107
Site Control Systems Upgraded	19	19	19	14	27	14	14

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
SCADA Foreman	0	0	1	1	1	1	1
Electrician	4	4	4	5	5	5	5
Total SCADA Division	4	4	5	6	6	6	6

UT ADMIN. FUND				Original	Adjusted	Requested
SCADA	Actual	Actual		Budget	Budget	Budget
501-70-76-440	2015-16	2016-17		2017-18	2017-18	2018-19
Salaries	472,239	456,970		441,981	441,981	450,468
Overtime	30,212	25,751		25,000	25,000	35,000
Merit Pay Plan	-	6,000		-	-	-
On-Call Pay	18,324	9,108		12,985	12,985	12,985
Benefits	230,751	219,540		219,080	227,368	234,797
Subtotal Personnel Costs	\$ 751,526	\$ 717,369	\$	699,046	\$ 707,334	\$ 733,250
Contractual Services	40,480	111,161		166,755	166,755	201,247
Materials and Supplies	67,638	61,205		101,698	101,698	89,067
Subtotal Operating Costs	\$ 108,117	\$ 172,366	\$	268,453	\$ 268,453	\$ 290,314
Total Operating	\$ 859,644	\$ 889,734	\$	967,499	\$ 975,787	\$ 1,023,564
Total Capital	\$ 36,881	\$ 4,599	\$	-	\$ -	\$ 135,950
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ 896,525	\$ 894,333	\$	967,499	\$ 975,787	\$ 1,159,514

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 \$195,487

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - MDT Software \$41,250, Dream Report Software \$9,700, SCADA Improvements: Fiber Switches for S22 and Energy Substation \$30,000, IT Extended Cab Pickup with Service Bed \$55,000

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	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Other Permits	1,250	1,250	-	-	-
Recycling Revenue	-	29,583	86,400	86,400	58,800
Interest on Investments	4,513	8,702	8,800	8,800	27,000
Unrealized Gain/Loss	1,345	(4,282)	-	-	-
Incident Reimbursement Revenue	644	1,672	-	-	-
Miscellaneous	37,807	37,565	-	-	-
Charges for Services	2,932,677	2,803,055	2,978,777	2,978,777	3,051,141
Interfund Operating Transfer In	-	-	-	-	-
Application of Unassigned Cash	-	-	-	30,320	-
GRAND TOTAL	\$ 2,978,236	\$ 2,877,545	\$ 3,073,977	\$ 3,104,297	\$ 3,136,941



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 contracted hauler completes curbside collection of the recyclables for the Blue Bag Recycling Service. Collection of blue bags is provided for all residential customers who choose to recycle.

MAJOR GOALS FOR FY 2018/2019:

- 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.
- 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 improve efficiency.
- 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:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
# of Population Served	30,340	30,646	32,000	32,520	31,411	30,467	30,713
# of Solid Waste Trucks	8	8	8	8	8	8	8
# of Collection Routes	5	7	8	8	7	7	7
# of Community Events Hosted	12	12	12	12	12	12	12
# of Residential Customers	10,121	10,536	10,399	10,440	9,912	9,915	10,395
# of Commercial Customers	384	428	391	400	374	359	374
Staff to Customer Ratio	1:1167	1:1218	1:1198	1:1204	1:1142	1:1141	1:1196

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Supervisor	1	1	1	1	1	1	1
Lead Person	1	1	1	0	0	0	0
Solid Waste Operators	7	7	5	6	8	8	7
Senior Solid Waste Operator	0	0	2	2	0	0	1
Student Aide/Seasonal Worker	2	2	0	0	0	0	0
Total Solid Waste Division	11	11	9	9	9	9	9

SOLID WASTE FUND

Solid Waste 502-50-55-432	Actual 2015-16	Actual 2016-17	Original Budget 2017-18	Adjusted Budget 2017-18	Requested Budget 2018-19
Salaries	428,585	417,086	416,772	416,772	432,043
Overtime	25,389	5,663	20,000	20,000	15,000
Merit Pay Plan	-	8,000	-	-	-
On-Call Pay	186	133	250	250	250
Benefits	300,152	269,557	218,855	226,669	259,735
Subtotal Personnel Costs	\$ 754,311	\$ 700,438	\$ 655,877	\$ 663,691	\$ 707,028
Contractual Services	1,551,361	1,401,910	1,706,079	1,728,585	1,690,638
Materials and Supplies	666,482	492,714	584,395	584,395	632,633
Subtotal Operating Costs	\$ 2,217,843	\$ 1,894,625	\$ 2,290,474	\$ 2,312,980	\$ 2,323,271
Total Operating	\$ 2,972,154	\$ 2,595,063	\$ 2,946,351	\$ 2,976,671	\$ 3,030,299
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 45,000	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 3,017,154	\$ 2,595,063	\$ 2,946,351	\$ 2,976,671	\$ 3,030,299

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 \$533,758

Materials and Supplies - Vehicle maintenance \$210,400, Vehicle replacement \$243,813, Diesel \$79,800, Rollout containers \$45,000

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

FUND: Water
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities
CODE: 503

ACTIVITY DESCRIPTION:

Revenue from the Wholesale Base Rate and Wholesale Volumetric Rate is used to fund operation, maintenance and capital projects associated with the City's water supply, treatment, pumping, transmission and storage facilities in accordance with the Financial Policies adopted per the Regional Water Joint Powers Agreement. All water customers pay the Wholesale Base Rate and the Wholesale Volumetric Rate, regardless of whether they are individual City customers, or master meter customers.

Revenue from the Local Base Rate and Local Volumetric Rate is used to fund operation, maintenance and a portion of the capital project expenses associated with the City's water distribution system and other distribution systems in Campbell County and Crook County for individual customers not located in a Regional Water District with a Wholesale Water Service Agreement.

Additional revenue is derived from bulk water sales for domestic purposes from the City's four bulk water load-out facilities. Two of these facilities are located in Gillette near the Warlow Yards. One facility is located in Rozet at the Fire Station and another facility is located at the Madison Pump Station in Crook County on US Hwy 14.

System Development Charges are additional revenue that is applied toward future expansion of the City's water supply, treatment and transmission system in accordance with the Financial Policies adopted per the Regional Water Joint Powers Agreement. This source of revenue is collected when new water service connections are made.

Plant Investment Fees are collected when new water service connections are made to the City-owned distribution system. This revenue is deposited in the Water Fund.

WATER FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
503-00-00-300	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
State Grants	426,298	-	-	-	-
Plant Investment Fees	167,385	55,560	50,000	50,000	50,000
Interest on Investments	29,004	66,433	59,500	59,500	163,000
Interest - DA Davidson	11,785	12,776	16,000	16,000	11,600
Unrealized Gain/Loss - Bonds	20,916	(43,431)	-	-	-
Incident Reimbursement Revenue	747	2,299	-	-	-
Miscellaneous	87,420	95,065	15,000	15,000	15,000
Charges for Services	5,789,885	1,857,453	1,818,700	1,818,700	1,823,247
Charges for Services - Regional	1,194,483	5,110,814	5,128,452	5,128,452	5,256,766
Interfund Operating Transfer In	-	-	-	-	-
Application of Unassigned Cash	-	-	-	128,448	149,482
Capital Contribution	481,868	834,824	-	-	-
GRAND TOTAL	\$ 8,209,791	\$ 7,991,793	\$ 7,087,652	\$ 7,216,100	\$ 7,469,095



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 11.9 MGD. The annual average daily usage is 4.6 MGD. The potable water must meet the many requirements of the SDWA (Safe Drinking Water Act). The distribution system consists of thirteen pump/pressure sustaining stations, eleven reservoirs, about 357.5 miles of water distribution main, 2,325 fire hydrants and 7,109 valves.

MAJOR GOALS FOR FY 2018/2019:

- Commission, train & operate new Regional Water System (new wells, additional pipeline, new pump stations, regional connections)
- Rehab and replace equipment in S-9, M-2, S-22
- Replace variable frequency drive at Madison (Booster Pumps #4 & #5)
- Exercise and evaluate 1000 distribution valves

PERFORMANCE MEASURES:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Water Service Connections	9,839	10,084	10,213	10,408	10,404	10,320	10,441
Miles of Water Main	284	291	302.5	307	341	357	357.5
Hydrants Managed	2,210	2,265	2,294	2,271	2,310	2,322	2,325
Valves Managed	6,112	6,264	6,380	6,545	6,823	6,926	7,109
Water Produced (Billion Gallons)	1.834	1.870	1,570	1,460	1,600	1,674	1,695
Ratio: Staff to Water Service Connections	1:614	1:630	1:638	1:612	1:612	1:688	1:652

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018	2018/2019
Water Services Manager	1	1	1	1	1	1	1
Lead Water Systems Operator	3	3	3	3	3	3	3
Water Services Locator	0	0	0	0	0	0	0
Water Systems Technician	4	3	5	6	3	2	3
Senior Water Systems Operator	8	9	7	7	9	9	9
Season Worker	2	0	0	0	0	0	0
Total Water Division	18	16	16	17	16	15	16

*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	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	998,680	886,537	889,905	889,905	938,694
Overtime	36,065	41,129	50,000	50,000	50,000
Merit Pay Plan	-	14,500	-	-	-
On-Call Pay	39,805	20,141	20,750	20,750	20,750
Benefits	716,694	621,397	485,016	501,702	544,549
Subtotal Personnel Costs	\$ 1,791,243	\$ 1,583,704	\$ 1,445,671	\$ 1,462,357	\$ 1,553,993
Contractual Services	1,278,326	1,329,109	1,622,221	1,641,126	1,598,300
Materials and Supplies	2,635,743	2,788,893	2,951,788	2,951,788	3,325,792
Subtotal Operating Costs	\$ 3,914,069	\$ 4,118,002	\$ 4,574,009	\$ 4,592,914	\$ 4,924,092
Total Operating	\$ 5,705,312	\$ 5,701,705	\$ 6,019,680	\$ 6,055,271	\$ 6,478,085
Total Capital	\$ 554,956	\$ 308,914	\$ 678,060	\$ 678,060	\$ 658,540
Interfund Transfers	\$ 672,783	\$ 65,862	\$ 121,958	\$ 121,958	\$ 104,390
GRAND TOTAL	\$ 6,933,050	\$ 6,076,481	\$ 6,819,698	\$ 6,855,289	\$ 7,241,015

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

Contractual Services - Professional Engineering Services \$32,000, Internal services \$1,520,300

Materials and Supplies - Routine building maintenance \$60,000, Replace roof at Madison Pump Station \$150,000, Rental of RO unit for peak season \$100,000, Repair/Maintenance of equipment \$192,000, Distribution system maintenance \$535,000, Replace ten hydrants \$50,000, Vehicle maintenance \$48,800, Vehicle replacement \$77,992, Rentals of land and buildings \$30,000, Rentals of pool vehicles \$45,000, Utilities \$1,259,165, Insurance \$185,835, 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 \$104,390

Capital - *Unless Noted, All Items Approved CIP* - Down hole pump and motor rehab for Wells S-9, M-2, S-22 \$425,000, SCADA upgrades - distribution system \$48,300, SCADA upgrades - transmission system \$65,240, Water system control (VFD's) \$120,000



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, and a sunbathing area, all within a well landscaped park.

MAJOR GOALS FOR FY 2018/2019:

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

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Pool Usage	35,443	36,029	29,869	32,278	36,645	30,509	35,000

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
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	2015-16	2016-17		2017-18	2017-18	2018-19
*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	83,395	81,795		75,000	75,000	136,280
Materials and Supplies	100,073	87,315		87,872	178,872	91,800
Subtotal Operating Costs	\$ 183,467	\$ 169,110	\$ 162,872	\$ 253,872	\$ 228,080	\$ 228,080
Total Operating	\$ 183,467	\$ 169,110	\$ 162,872	\$ 253,872	\$ 228,080	\$ 228,080
Total Capital	\$ 49,870	\$ -				
Interfund Transfers	\$ -					
GRAND TOTAL	\$ 233,337	\$ 169,110	\$ 162,872	\$ 253,872	\$ 228,080	\$ 228,080

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 \$83,000, Mechanical and electrical study \$30,000

Materials and Supplies - 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, and City-owned facilities located outside the corporate boundaries. The revenue collected from customer rates, through the sale of electricity, pays the operating and maintenance costs of the system. These revenues are also used for the purchase of wholesale power required for the City, and other capital projects.

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	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
BAB Subsidy Revenue	1,484,930	1,462,773	1,442,055	1,442,055	1,418,482
State Grants	-	-	-	-	-
Plant Investment Fees	68,170	27,415	25,000	25,000	25,000
Interest on Investments	15,581	31,950	41,400	41,400	168,000
Interest - DA Davidson/Wells Fargo	137,460	145,535	164,700	164,700	150,000
Unrealized Gain/Loss	87,555	(120,227)	-	-	-
Incident Reimbursement Revenue	15,173	16,864	-	-	-
Miscellaneous	265,462	315,100	-	-	-
Charges for Services	30,159,956	31,237,842	32,800,000	32,800,000	32,882,000
Interfund Operating Transfer In	1,596,750	1,149,404	1,000,000	583,000	639,936
Application of Unassigned Cash	-	-	-	474,429	1,738,433
Capital Contribution	88,618	45,350	-	-	-
GRAND TOTAL	\$ 33,919,655	\$ 34,312,006	\$ 35,473,155	\$ 35,530,584	\$ 37,021,851



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 2018/2019:

- Complete long term goal to convert 4KV to 25KV
- Complete major expansion of Feeders 36 and 24
- Continue to pro-actively replace outdated primary underground cable
- Complete line extensions and electrical installations for new development
- Continue to convert lines from overhead to underground and rebuild our aging infrastructure to increase reliability
- Ensure a safe working environment for our employees with no LTA's

PERFORMANCE MEASURES:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Electric Meters Served	14,648	14,851	14,995	15,188	15,678	15,663	15,697
Electrical Locates Performed Annually	4600	4,200	4,500	4,600	5,127	3,744	3,531
Number of Substations Maintained	9	9	9	9	9	9	9
Available MVA (In Town)	125	125	125	125	135	125	125
Miles of Transmission Lines Maintained	31.6	31.6	28.2	28.2	28.2	28.2	28.2
Miles of Distribution Lines Maintained	278	294	309	315.2	329.6	342.2	351
Ratio: Staff to Electric Meters Served	1:936	1:947	1:950	1:844	1:922	1:921	1:923
Ratio: Staff to Miles of Lines Maintained	1:19	1:20	1:21	1:19	1:21	1:22	1:22

STAFFING:

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Electrical Manager	1	1	1	1	0	0	0
Electrical Services Superintendent	1	1	1	1	1	1	1
Electrical Services Foreman	3	3	3	3	3	3	3
Journeyman Lineman	6	8	8	6	7	7	8
Apprentice Lineman	3	2	2	6	5	5	4
Meter Technician	1	1	1	1	1	1	1
Total Electrical Services Division	15	16	16	18	17	17	17

POWER FUND					
Power	Actual	Actual	Original	Adjusted	Requested
504-70-74-442	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	1,321,415	1,183,293	1,190,460	1,190,460	1,227,019
Overtime	104,888	69,795	87,500	87,500	87,500
Merit Pay Plan	-	17,000	-	-	-
On-Call Pay	47,496	26,152	25,000	25,000	26,000
Benefits	1,063,162	904,048	582,967	605,288	646,496
Subtotal Personnel Costs	\$ 2,536,960	\$ 2,200,287	\$ 1,885,927	\$ 1,908,248	\$ 1,987,015
Contractual Services	2,318,593	2,347,942	2,412,025	2,439,932	2,183,346
Materials and Supplies	23,651,420	22,102,615	26,214,929	26,214,929	26,095,075
Subtotal Operating Costs	\$ 25,970,012	\$ 24,450,557	\$ 28,626,954	\$ 28,654,861	\$ 28,278,421
Total Operating	\$ 28,506,972	\$ 26,650,844	\$ 30,512,881	\$ 30,563,109	\$ 30,265,436
Total Capital	\$ 7,286,659	\$ 5,431,926	\$ 4,399,306	\$ 4,406,506	\$ 6,156,415
Interfund Transfers	\$ 820,420	\$ -	\$ -	\$ -	\$ 600,000
GRAND TOTAL	\$ 36,614,052	\$ 32,082,770	\$ 34,912,187	\$ 34,969,615	\$ 37,021,851

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 \$25,000, Internal services \$2,024,646, Service drops \$120,000

Materials and Supplies - Maintenance of substations \$80,000, Maintenance of distribution \$400,000, Vehicle maintenance \$69,600, Vehicle replacement \$73,585, Property tax \$382,000, Purchased power \$9,338,000, WyGen III operating costs \$5,699,000, CT II operating costs \$1,575,000, Insurance \$86,096, Christmas lights \$48,500, General supplies \$80,000, Bad Debts \$40,000, Interfund transfer for loan to Fiber Fund \$600,000

Capital - *Unless Noted, All Items Approved CIP* - Future annexations-purchase systems from PRE Corp \$365,000, New distribution lines \$2,255,000, 69KV Switch replacement \$130,000, Partner mapping software \$30,000, SCADA Upgrades \$50,150, WyGen III capital projects \$1,934,858, CTII capital projects \$1,391,407

Debt Service - Wyoming Business Council debt service-Southern Industrial Annexation \$153,550, Capital Lease Principle WyGen III \$1,705,000, Capital Lease Principle CTII \$835,000, Capital Lease Interest WyGenIII \$4,339,194, Capital Lease Interest CTII \$1,025,700 (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 revenue come from charges assessed to customers connected to the City's sewer system. The City also sells its treated effluent to Pacific Power and Light for cooling purposes in their power plant operations at the WYODAK Energy Complex. Additional revenue comes from Plant Investment Fees paid for new sewer connections, yard-waste compost sales, bio-solids compost sales and the acceptance of grease and septage from private septic haulers at the Wastewater Treatment 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	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
State Grants	-	-	-	-	-
Enterprise Charges	450,763	503,726	452,000	452,000	485,000
Plant Investment Fees	186,725	61,879	50,000	50,000	50,000
Secondary PIFs	6,346	-	-	-	-
Interest on Investments	2,918	7,999	9,600	9,600	33,000
Interest - DA Davidson	39,284	28,756	39,000	39,000	25,000
Unrealized Gain/Loss - Bonds	39,186	(37,648)	-	-	-
Incident Reimbursement Revenue	-	-	-	-	-
Miscellaneous	46,526	48,240	-	-	-
Charges for Services	3,975,141	4,132,444	4,626,999	4,626,999	4,846,416
Interfund Operating Transfer In	30,000	-	-	-	-
Application of Unassigned Cash	-	-	-	278,495	699,509
Capital Contribution	407,671	2,133,339	-	-	-
GRAND TOTAL	\$ 5,184,561	\$ 6,878,735	\$ 5,177,599	\$ 5,456,094	\$ 6,138,925



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 206 miles of sanitary sewer line that contribute flow to the system, cleans 191 miles and owns 180 miles of sewer line and 11 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 2017, we produced and sold 1591.50 yards of Class A Stonepile Select Compost and 594 yards of residential yard waste compost. The WWTF biosolids processing and reuse are governed by NPDES permits. The Wastewater Division has worked 17 consecutive years with no lost time accidents.

MAJOR GOALS FOR FY 2018/2019:

- Continue the valve replacement program
- Inspect industrial dischargers and grease interceptors and implement pretreatment standards where warranted
- Continue the manhole rehabilitation program
- Upgrade Dissolve Air Flotation (DAF) Polymer System
- Install new Grit Washer

PERFORMANCE MEASURES:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Sewer Line Mileage Inspected	10.4	10.1	10	10	13.1	11	11
Sewer Line Mileage Cleaned	70.4	61.8	37.9	55	87.9	62.5	68.2
Compost Sold (Yards)	2046	2318.8	1339.5	2100	3392.25	3027.75	1591.50
Yard Waste Compost Sold (Yards)	660	849.5	1224.75	1500	868	1218.75	594
Influent Processed (MGD)	3.09	3.2	3.2	3.2	3.2	2.96	2.97
Additional Sewer Line Installed (Miles)	2.72	2.0	2.63	2.0	2.19	2	1
Percent of Sewer Lines Cleaned to Total Miles	34%	30%	19%	26%	46%	33%	36%

STAFFING:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017*	2017/2018	2018/2019
Wastewater Services Manager	1	1	1	1	1	1	1
Foreman WW Collections Operator	1	1	1	1	1	1	1
Foreman WW Maintenance Operator	1	1	1	1	1	1	1
Senior Wastewater Operator	7	7	7	7	6	4	7
Wastewater Operator	1	1	3	4	5	6	3
Seasonal Worker	1	1	2	3	3	3	3
Total Wastewater Division	12	12	15	17	17	16	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	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Salaries	875,414	795,189	770,107	770,107	847,523
Overtime	23,321	20,777	31,000	31,000	32,000
Merit Pay Plan	-	12,583	-	-	-
On-Call Pay	19,848	9,454	10,500	10,500	11,500
Benefits	552,137	470,861	344,166	357,956	396,854
Subtotal Personnel Costs	\$ 1,470,720	\$ 1,308,864	\$ 1,155,773	\$ 1,169,563	\$ 1,287,877
Contractual Services	1,379,822	1,046,877	969,206	993,511	1,289,419
Materials and Supplies	2,505,974	2,330,365	2,588,126	2,739,526	2,990,629
Subtotal Operating Costs	\$ 3,885,796	\$ 3,377,242	\$ 3,557,332	\$ 3,733,037	\$ 4,280,048
Total Operating	\$ 5,356,516	\$ 4,686,106	\$ 4,713,105	\$ 4,902,600	\$ 5,567,925
Total Capital	\$ 62,566	\$ 89,097	\$ 436,296	\$ 525,296	\$ 571,000
Interfund Transfers	\$ 189,813	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 5,608,895	\$ 4,775,203	\$ 5,149,401	\$ 5,427,896	\$ 6,138,925

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

Contractual Services - Plant-wide condition assessment \$300,000, Railroad Sewer Crossing Leases \$25,200, Tipping fees for disposal of wastewater screenings and garbage from Yard Waste area \$30,000, Internal services \$868,699, Technical services \$30,000

Materials and Supplies - Repair & Maintenance of buildings \$55,000, Maintenance of equipment \$150,000, Anaerobic digester cleaning/sandblasting/coating \$400,000, Maintenance of SCADA equipment \$50,000, Maintenance of lift stations \$25,000, Maintenance of sewers \$170,000, Manhole rehabilitation \$40,000, Vehicle maintenance \$93,200, Vehicle replacement \$142,081, Rentals of equipment \$46,000, Utilities \$374,000, Natural gas \$57,872, Insurance \$112,728, Diesel \$25,600, Chemicals \$110,000

Capital - *Unless Noted, All Items Approved CIP* - Ongoing replacement of failing equipment \$200,000, UV disinfection upgrades \$200,000, Dewatering unit HVAC \$35,000, SCADA improvements \$136,000

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

FUND: Fiber
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities
CODE: 506

ACTIVITY DESCRIPTION:

The Fiber Fund revenues are derived from dark fiber IRU leases, governmental monthly connection fees, ISP raceway leases and ISP Right-of-Way leases. The City will also be transferring \$360,064 of 1% funds into the Fiber Fund from the Power Fund to be used as matching funds for a Wyoming Business Council Business Readiness Grant. The Grant will be in the amount of \$1,440,032.

FIBER FUND						
Revenue	Actual	Actual	Original	Adjusted	Requested	
506-00-00-300	2015-16	2016-17	Budget	Budget	Budget	
			2017-18	2017-18	2018-19	
*Prior to FY2018-19 Revenue budget was combined with Utilities Administration						
State Grants	-	-	-	-	1,440,256	
Fiber Lease Revenue-Raceway	-	-	-	87,450	27,284	
Fiber Lease Revenue-IRU's	-	-	-	-	19,050	
Secondary PIFs	-	-	-	-	-	
Fiber Lease Revenue-ROW	-	-	-	-	1,500	
Fiber Lease Revenue-Government	-	-	-	-	49,800	
Miscellaneous	-	-	-	525,000	-	
Interfund Operating Transfer In	-	-	-	417,000	360,064	
Interfund Loan Transfer In	-	-	-	-	600,000	
Application of Unassigned Cash	-	-	-	230,000	-	
GRAND TOTAL	\$ -	\$ -	\$ -	1,259,450	\$ 2,497,954	

FIBER FUND								
Fiber	Actual	Actual	Original	Adjusted	Requested	Budget	Budget	Budget
506-70-78-444	2015-16	2016-17	Budget	Budget	Budget	2017-18	2017-18	2018-19
			2017-18	2017-18				
*Prior to FY2018-19 budget was combined with Utilities Administration								
Salaries	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-	-
Subtotal Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-	-	-	678,489
Materials and Supplies	-	-	-	-	-	-	-	2,000
Subtotal Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 680,489.00
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 680,489.00
Total Capital	-	-	-	-	1,259,450	-	-	\$ 1,800,320.00
Interfund Transfers	-	-	-	-	-	-	-	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 1,259,450.00	\$ -	\$ -	\$ 2,480,809.00

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 \$678,489

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - Fiber Conduit (Futurepath) \$1,800,320

FUND: Vehicle Maintenance
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Public Works
CODE: 3036

ACTIVITY DESCRIPTION:

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

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

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

VEHICLE MAINT. FUND

Revenue 604-00-00-300	Actual 2015-16	Actual 2016-17	Original Budget 2017-18	Adjusted Budget 2017-18	Requested Budget 2018-19
Interest on Investments	7,810	8,593	9,300	9,300	32,000
Unrealized Gain/Loss	1,486	(3,648)	-	-	-
Miscellaneous	289	(1,363)	-	-	-
Interfund Operating Transfer In	-	-	-	-	-
Transfer from City Depts	1,599,021	1,520,440	1,576,680	1,576,680	1,634,205
Veh Replacement Allowance	1,363,689	947,368	1,191,745	1,191,745	1,309,002
Pool Vehicle Rental	-	150,755	179,950	179,950	180,950
Proceeds from Asset Disposal	-	-	120,000	120,000	-
Application of Unassigned Cash	-	-	151,809	281,324	-
GRAND TOTAL	\$ 2,972,297	\$ 2,622,144	\$ 3,229,484	\$ 3,358,999	\$ 3,156,157

VEHICLE MAINT. FUND

Vehicle Maintenance 604-30-36-419	Actual 2015-16	Actual 2016-17	Original Budget 2017-18	Adjusted Budget 2017-18	Requested Budget 2018-19
Salaries	458,531	436,158	440,692	440,692	452,069
Overtime	11,310	4,300	10,000	10,000	10,000
Merit Pay Plan	-	7,000	-	-	-
On-Call Pay	19,303	6,832	8,000	8,000	8,000
Benefits	217,211	203,490	206,743	215,006	230,281
Subtotal Personnel Costs	\$ 706,354	\$ 657,781	\$ 665,435	\$ 673,698	\$ 700,350
Contractual Services	238,695	223,066	243,205	243,205	270,637
Materials and Supplies	925,286	822,051	1,087,581	1,087,581	1,060,942
Subtotal Operating Costs	\$ 1,163,981	\$ 1,045,117	\$ 1,330,786	\$ 1,330,786	\$ 1,331,579
Total Operating	\$ 1,870,335	\$ 1,702,898	\$ 1,996,221	\$ 2,004,484	\$ 2,031,929
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,870,335	\$ 1,702,898	\$ 1,996,221	\$ 2,004,484	\$ 2,056,929

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 \$267,217

Materials and Supplies - Vehicle maintenance \$85,600, Vehicle replacement \$71,992, Gasoline \$256,000, Diesel \$252,000, Materials & parts for vehicle repairs \$330,000

Capital - *Unless Noted, All Items Approved CIP* - Air compressor and enclosure \$25,000

FUND: Vehicle Maintenance
UNIT: Vehicle Replacement



City of Gillette, Wyoming

DEPT: Public Works
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.

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Balance in the Plan as of June 30	\$4,394,135	\$4,338,261	\$2,800,528	\$1,315,908	\$1,775,395	\$1,494,071	\$1,789,396

VEHICLE MAINT. FUND

Vehicle Replacement 604-30-37-419	Actual 2015-16	Actual 2016-17	Original Budget 2017-18	Adjusted Budget 2017-18	Requested Budget 2018-19
Light Equipment Under \$5k	14,292	12,528	20,000	20,000	20,000
Rep. Mach & Equip > \$5k	45,442	5,565	18,000	18,000	-
Rep. Veh. > \$10k	2,669,373	614,919	1,195,263	1,316,515	777,150
Gain/Loss on Disposal	(138,077)	(215,278)	-	-	(120,000)
GRAND TOTAL	\$ 2,591,030	\$ 417,734	\$ 1,233,263	\$ 1,354,515	\$ 677,150

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* - Autocar Truck Compactor Body only \$140,000, Pickup 3/4T \$44,616, Ford Fusion \$28,115, Dodge Stratus \$25,719, Pontiac G6 GT \$27,091, Chevrolet Cargo Van \$51,663, Chevrolet Impalas - 5 @ \$48,000, Pontiac Grand Prix \$28,946, Chevrolet K9 Impala-replace with SUV \$50,000, New Unit: 2018 Patrol Interceptor Sedans - 2 @ \$48,000, New Unit - Pickup 3/4T \$45,000

FUND: Health Benefit Plan
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Human Resources
CODE: 2022

ACTIVITY DESCRIPTION:

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

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

INSURANCE FUND

Health Benefit Plan Revenue 701-00-00-300	Actual 2015-16	Actual 2016-17	Original Budget 2017-18	Adjusted Budget 2017-18	Requested Budget 2018-19
Interest Earnings	428	203	200	200	500
Interest on Investments	6,210	9,447	9,400	9,400	25,400
Unrealized Gain/Loss	1,763	(4,055)	-	-	-
Health Plan Premiums & Cont.	4,698,806	5,032,106	4,905,000	4,905,000	5,154,237
Health Plan Retiree Premiums	407,564	397,809	392,800	392,800	425,430
Miscellaneous	947	-	-	-	-
Interfund Operating Transfer In	-	-	-	200,000	-
Application of Unassigned Cash	-	-	213,636	213,636	44,729
GRAND TOTAL	\$ 5,115,719	\$ 5,435,509	\$ 5,521,036	\$ 5,721,036	\$ 5,650,296

FUND: Health Benefit Plan
UNIT: Health Benefit Plan



City of Gillette, Wyoming

DEPT: Human Resources
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	2015-16	2016-17	2017-18	2017-18	2018-19
Benefit Contract Services	-	8,705	9,000	9,000	9,000
Administrative Fees	230,418	187,904	226,800	226,800	220,600
Medical Claims	3,857,969	4,626,922	4,100,000	4,100,000	4,285,000
Prescription Claims	908,385	717,368	850,000	850,000	800,000
Dental Claims	270,555	270,354	260,000	260,000	265,000
ST Disability Claims	13,607	12,411	15,000	15,000	15,000
Interfund Transfers	30,000	58,482	60,236	60,236	55,696
GRAND TOTAL	\$ 5,310,934	\$ 5,882,146	\$ 5,521,036	\$ 5,521,036	\$ 5,650,296

FUND: Property and Liability Insurance
UNIT: Revenue



City of Gillette, Wyoming

DEPT: Utilities/Finance
CODE: 702

ACTIVITY DESCRIPTION:

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

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

INSURANCE FUND

Prop/Liab Ins Revenue 702-00-00-300	Actual 2015-16	Actual 2016-17	Original Budget 2017-18	Adjusted Budget 2017-18	Requested Budget 2018-19
Interest on Investments	1,578	2,472	2,700	2,700	6,700
Unrealized Gain/Loss	549	(2,142)	-	-	-
Incident Reimbursement Revenue	34,400	91,708	100,000	100,000	100,000
Miscellaneous	1,643	-	-	-	-
Interfund Operating Transfer In	40,593	-	-	-	-
Transfer from City Depts	564,502	631,895	654,684	654,684	652,739
Application of Unassigned Cash	-	-	-	-	-
GRAND TOTAL	\$ 643,264	\$ 723,934	\$ 757,384	\$ 757,384	\$ 759,439

FUND: Property and Liability Insurance
UNIT: Property and Liability Insurance



City of Gillette, Wyoming

DEPT: Utilities/Finance
CODE: 3038

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.

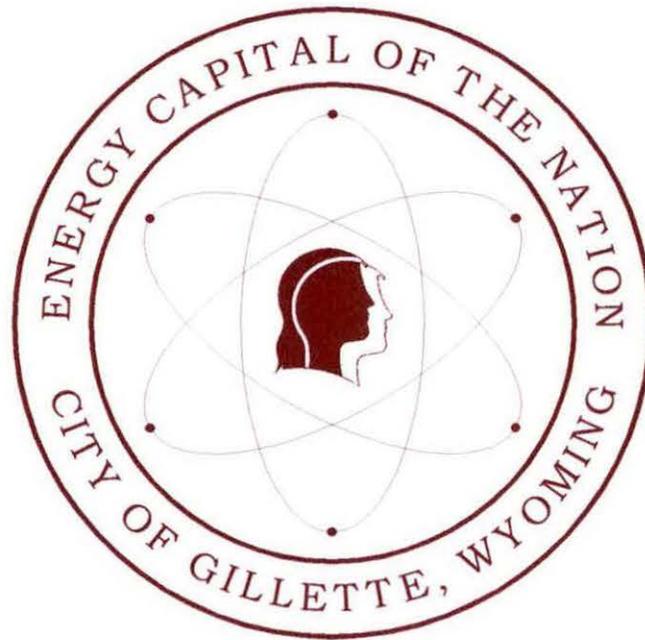
The Property Pool was formed in 1995, as a joint powers board. Their membership has grown from six initial members to forty-four, and is governed by a nine member board. The Property Pool provides coverage for over \$3.2 billion of local Wyoming government-owned assets. The City of Gillette's property 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 Utilities Director serves as the official and thus the voting representative for the City of Gillette on both the Property and Liability Pools. The Clerk's Office handles the day-to-day insurance claims and the annual Statement of Values.

INSURANCE FUND					
Property & Liability Insurance	Actual	Actual	Original	Adjusted	Requested
702-30-38-419	2015-16	2016-17	Budget	Budget	Budget
			2017-18	2017-18	2018-19
Prop & Liab Insurance	516,495	503,752	532,734	532,734	530,789
Bad Debts	160	-	-	-	-
Claims	126,204	220,473	125,000	125,000	150,000
GRAND TOTAL	\$ 642,859	\$ 724,225	\$ 657,734	\$ 657,734	\$ 680,789

Adopted Capital Improvement Plan



City of Gillette
Fiscal Year 2018-2019

City of Gillette -- Proposed Capital Improvement and 1% Plan 2019-2023

Description	Account	Priority	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	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	150,000					150,000
City Hall Community Room Upgrade	47510	2	150,000					150,000
NewTek TriCaster Replacement/Upgrade	47510	1		15,000				15,000
Tightrope Cablecast and Carousel Replacement	47510	1			50,000			50,000
Character Generator Replacement	47510	1				20,000		20,000
City Hall Council Chambers Upgrade	47510	1					150,000	150,000
Public Access - Total			300,000	15,000	50,000	20,000	150,000	535,000

DIV: Special Projects

Capital Requests (items \$5000 or over)

Replacement Treadmills for Fitness Room	47510		19,500					19,500
City West Construction/Remodel Phase II	47210				2,900,000			2,900,000
Gillette Aquatic Park (Placeholder)	47310						6,350,000	6,350,000
Special Projects - Total			19,500	0	2,900,000	0	6,350,000	9,269,500

ADMINISTRATION TOTAL			319,500	20,000	2,955,000	25,000	6,505,000	9,824,500
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2019-2023

Description	Account	Priority	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
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DEPT: FINANCE

DIV: Information Technology Services

Capital Requests (items \$5000 or over)

Blade Center & Storage Upgrades	47510	1		275,000	286,000	100,000		661,000
Switch Replacements	47510	2	80,000	107,000	126,000	36,000		349,000
Cable Tester Replacement	47510	3	25,000					25,000
Replacement Firewalls	47510	4		24,000				24,000
Replacement Servers	47510	5		28,000	8,000	8,000	8,000	52,000
Replacement UPS Units	47510	6		75,000		28,000	50,000	153,000
Information Technology Svcs. - Total			105,000	509,000	420,000	172,000	58,000	1,264,000

FINANCE TOTAL			105,000	509,000	420,000	172,000	58,000	1,264,000
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DEPT: POLICE

DIV: Police

Capital Requests (items \$5000 or over)

Marked Police Patrol Vehicles	47610	1	96,000					96,000
Mobile Radio Replacement	47510	2			85,000	85,000	85,000	255,000
High Volume Copier for Police Department	47510	4			15,000			15,000
Police - Total			96,000	0	100,000	85,000	85,000	366,000

POLICE TOTAL			96,000	0	100,000	85,000	85,000	366,000
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2019-2023

Description	Account	Priority	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
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DEPT: PUBLIC WORKS

DIV: Streets

Capital Requests (items \$5000 or over)

Stormwater Compliant Vac Dump Site	47510			150,000				150,000
Salt Shed Building Repairs	47210				200,000			200,000
Streets - Total			0	150,000	200,000	0	0	350,000

DIV: Traffic Safety

Capital Requests (items \$5000 or over)

Burma/Westover Traffic Signal Cameras	47510			20,221				20,221
Traffic Safety - Total			0	20,221	0	0	0	20,221

DIV: Maintenance of Building - CH

Capital Requests (items \$5000 or over)

34" Walk Behind Scrubber (Floor Machine)	47510			8,000				8,000
Maint. of Bldg. CH - Total			0	8,000	0	0	0	8,000

DIV: Maintenance of Building - CW

Capital Requests (items \$5000 or over)

High Volume Doors for Heated Storage Building	47510				20,000		20,000	40,000
Maint. of Bldg. CW - Total			0	0	20,000	0	20,000	40,000

DIV: Vehicle Maint. / Fleet Rentals

Capital Requests (items \$5000 or over)

Air Compressor and Enclosure	47510	1	25,000					25,000
Fleet Rental - Total			25,000	0	0	0	0	25,000

PUBLIC WORKS TOTAL			25,000	178,221	220,000	0	20,000	443,221
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GENERAL FUND TOTAL			545,500	707,221	3,695,000	282,000	6,668,000	11,897,721
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City of Gillette -- Proposed Capital Improvement and 1% Plan 2019-2023

Description	Account	Priority	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
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DEPT: UTILITIES

DIV: Electrical Engineering

Capital Requests (items \$5000 or over)

Staking Software	47510		39,000					39,000
Electrical Engineering - Total			39,000	0	0	0	0	39,000

DIV: SCADA

Capital Requests (items \$5000 or over)

MDT Software	47510	1	41,250					41,250
Dream Report Software	47510	2	9,700					9,700
1-Ton Extended Cab Pickup with Service Bed	47610		55,000					55,000
SCADA Improvements - SCADA Division	47510		30,000					30,000
Web HMI Software	47510			50,000				50,000
SCADA - Total			135,950	50,000	0	0	0	185,950

DIV: Madison Project

Capital Requests (items \$5000 or over)

Gillette Regional Water - District Extensions	47414		6,270,000	7,444,413	35,195,587			48,910,000
Madison Project - Total			6,270,000	7,444,413	35,195,587	0	0	48,910,000

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 Improvements - Water - Distribution	47520	3	48,300	49,300	48,300	9,570	44,600	200,070
SCADA Improvements - Water - Transmission	47520	4	65,240	88,300	300,000	94,400	47,000	594,940
Pump Station #1 Disinfection Replacement	47490			2,300,000				2,300,000
Water Fund - Total			658,540	2,982,600	893,300	648,970	636,600	5,820,010

City of Gillette -- Proposed Capital Improvement and 1% Plan 2019-2023

Description	Account	Priority	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
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DIV: Power Fund

Capital Requests (items \$5000 or over)

WYGen III Capital Projects	47810	1	1,934,858	872,200	872,200	872,200	872,200	5,423,658
CT II Capital Projects	47815	2	1,391,407	786,800	350,100	350,100	350,100	3,228,507
New Distribution Lines (Partial transfer from 1% Fund)	47430	3	2,255,000	2,255,000	2,255,000	2,325,000	2,325,000	11,415,000
Land, Easements, ROWs	47110	4	365,000	250,000	250,000	250,000	250,000	1,365,000
69KV Switch Replacement	47430	5	130,000					130,000
Partner Mapping Software	47510	6	30,000					30,000
SCADA Improvements - Electrical Services	47520	7	50,150	24,750	25,000	25,000	25,000	149,900
69KV Line Feed to Union Chapel Substation	47430					667,000	667,000	1,334,000
Union Chapel Substation	47432					747,500	747,500	1,495,000
Crestview Annexation (PRECorp Rev & Infrastructure)	47110						1,763,640	1,763,640
AVBP Annexation (PRECorp Rev & Infrastructure)	47110						977,500	977,500
AV Annexation (PRECorp Rev & Infrastructure)	47110						2,755,860	2,755,860
Power Fund - Total			6,156,415	4,188,750	3,752,300	5,236,800	10,733,800	30,068,065

DIV: Sewer Fund

Capital Requests (items \$5000 or over)

Equipment Replacement	47510		200,000	200,000	200,000	200,000	200,000	1,000,000
SCADA Improvements - Wastewater	47520		136,000	136,000	136,000	136,000	136,000	680,000
Anaerobic Digester Cleaning/Sandblasting/Coating	44320		400,000					400,000
UV Disinfection Upgrades	47510		200,000					200,000
Dewatering Unit HVAC	47510		35,000					35,000
Heritage Lift Station Repairs	47510			80,000				80,000
WWTP Potable Water Main Replacement	47510			400,000				400,000
Additional Centrifuge Unit	47510			750,000				750,000
Scale, Fencing & Yard Waste Improvements	47510					400,000		400,000
Planning Study	47510					250,000		250,000
Replacement Centrifuge Unit (DAF)	47510						750,000	750,000
Primary Clarifier Sandblasting & Coating	47510						250,000	250,000
Sewer Fund - Total			971,000	1,566,000	336,000	986,000	1,336,000	5,195,000

City of Gillette -- Proposed Capital Improvement and 1% Plan 2019-2023

Description	Account	Priority	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
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DIV: Fiber Fund

Capital Requests (items \$5000 or over)

Fiber Improvements	47430	1	1,800,320	60,000	60,000	60,000	60,000	2,040,320
Fiber Fund - Total			1,800,320	60,000	60,000	60,000	60,000	2,040,320

UTILITIES TOTAL			16,031,225	16,291,763	40,237,187	6,931,770	12,766,400	92,258,345
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UTILITIES TOTAL LESS MADISON			9,761,225	8,847,350	5,041,600	6,931,770	12,766,400	43,348,345
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Capital Requests Total w/ Madison			16,576,725	16,998,984	43,932,187	7,213,770	19,434,400	104,156,066
Capital Requests Total w/o Madison			10,306,725	9,554,571	8,736,600	7,213,770	19,434,400	55,246,066

City of Gillette -- Proposed Capital Improvement and 1% Plan 2019-2023

Description	Account	Priority	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
1% Projects								
Pavement Management System								
Pavement Management System	44331							
Alley PMS	44331		4,000,000	3,100,000	3,400,000	3,300,000	3,500,000	17,300,000
Pavement Rehabilitation - Large Patches	44331		225,000	230,000	270,000	260,000	215,000	1,200,000
PAVER - Inspections/Update PCIs	44331		150,000	150,000	150,000	150,000	150,000	750,000
City Pool Parking Lot Improvements	44331		90,000			90,000		180,000
WWTF Pavement Replacement Project	44331		700,000					700,000
Pavement Management System - Total	44331		5,165,000	4,580,000	3,820,000	4,900,000	3,865,000	22,330,000
Sidewalk Repairs								
Pathway Repairs - Annual Program	44332							
Sidewalk Repairs - Annual Program	44332		125,000	525,000	500,000	295,000	325,000	1,770,000
Sidewalk Repairs - Total	44332		250,000	525,000	625,000	295,000	450,000	2,145,000
Land/Easements/ROWS								
Surveying Services	47110							
SWMP - Land Acquisitions for Regional Detention	47110		10,000	10,000	10,000	10,000	10,000	50,000
Western Drive Corridor - ROW Acquisitions	47110		250,000		250,000		250,000	750,000
Land/Easements/ROWS - Total	47110		260,000	160,000	260,000	160,000	260,000	1,100,000
Beautification Programs								
Beautification Projects along Major Streets	47301							
Adopt A Planter Flowers	47301		275,000	350,000	275,000	300,000	300,000	1,500,000
Community Wide Drive and Drop	47301		50,000	50,000	50,000	50,000	50,000	250,000
Beautification Programs - Total	47301		405,000	480,000	405,000	430,000	430,000	2,150,000
Park Improvements								
Irrigation Improvements	47311							
Park Improvements	47311		215,000	470,000	515,000	487,000	325,000	2,012,000
Parks Improvements - Total	47311		415,000	713,500	665,000	717,000	505,000	3,015,500
Street Enhancements								
Foothills Boulevard Curves/Drainage	47401			385,000	3,135,000			3,520,000
Boxelder Rd Improvements - 4J Road to Emerson	47401				700,000	3,000,000		3,700,000
6th St. Reconstruction - 4J Rd to Gillette Avenue	47401					250,000		250,000
Raymond Ave and Hitt Blvd Paving	47401						1,400,000	1,400,000
Street Enhancements - Total	47401		0	385,000	3,835,000	3,250,000	1,400,000	8,870,000

City of Gillette -- Proposed Capital Improvement and 1% Plan 2019-2023

Description	Account	Priority	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Streets & Major Road Extensions	47402							
Transportation Studies & Master Plan Update	47402		10,000	10,000	10,000	10,000	150,000	190,000
Grade Separated Railroad Crossing	47402						300,000	300,000
Streets & Major Road Extensions - Total	47402		10,000	10,000	10,000	10,000	450,000	490,000
Traffic Signals	47403							
School Zone Signal Timer Upgrade	47403		65,000					65,000
Traffic Signal Installations	47403				370,000		370,000	740,000
Pedestrian Crossing Enhancements	47403		40,000		40,000		40,000	120,000
Traffic Signals - Total	47403		105,000	0	410,000	0	410,000	925,000
Bridges	47404							
Design/ROW Acquisition for Additional Bridge	47404		1,000,000					1,000,000
Bridges - Total	47404		1,000,000	0	0	0	0	1,000,000
Drainage Projects	47405							
General Drainage Improve - Annual Program	47405		400,000	300,000	300,000	300,000	300,000	1,600,000
Westover Park Detention Pond	47405			120,000	1,320,000			1,440,000
Regional Storm Water Detention Ponds	47405				300,000	3,700,000	300,000	4,300,000
Fishing Lake Imp - Bank Stabilization & Dredging	47405						4,100,000	4,100,000
Drainage Projects - Total	47405		400,000	420,000	1,920,000	4,000,000	4,700,000	11,440,000
Bike and Walking Pathways	47406							
Sidewalks - New - Annual Program	47406		150,000	150,000	150,000	150,000	150,000	750,000
Pathways - New Installations	47406		600,000		770,000	260,000	300,000	1,930,000
Bike and Walking Pathways - Total	47406		750,000	150,000	920,000	410,000	450,000	2,680,000
Water Mains	47410							
Water Main Replacement	47410	1	3,400,000	6,100,000	2,000,000	3,400,000	3,300,000	18,200,000
Water Mains - Total	47410		3,400,000	6,100,000	2,000,000	3,400,000	3,300,000	18,200,000
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
Water Storage/Reservoirs	47413							
Water Tank Rehab (Z1-R2 Dump Hill Tank)	47413		900,000					900,000
Water Tank Rehab (Z1-R3 7MG Terminal Res)	47413				1,300,000			1,300,000
Concrete Apron Repairs (Z1-R5 Tank)	47413				400,000			400,000
Water Storage/Reservoirs - Total	47413		900,000	0	1,700,000	0	0	2,600,000

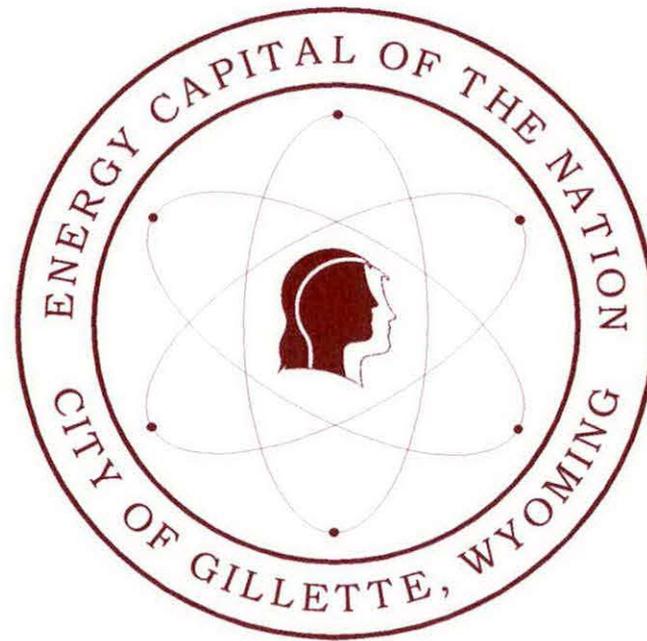
City of Gillette -- Proposed Capital Improvement and 1% Plan 2019-2023

Description	Account	Priority	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Sanitary Sewer Mains	47420							
Sanitary Sewer Main Replacement	47420		1,900,000	4,550,000	2,400,000	2,900,000	1,500,000	13,250,000
WWTF Screening Replacement Project	47420				1,400,000			1,400,000
Crestview Sanitary Sewer Improvements	47420						1,125,000	1,125,000
Cam-Plex Lift Station Capacity Upgrade	47420						2,500,000	2,500,000
Sanitary Sewer Mains - Total	47420		1,900,000	4,550,000	3,800,000	2,900,000	5,125,000	18,275,000
Community Contributions	49004							
Youth, Senior & Community Contributions	49003		839,000	800,000	800,000	800,000	800,000	4,039,000
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		1,266,500	1,227,500	1,227,500	1,227,500	1,227,500	6,176,500
Additional Community Contributions	49004							
Additional College Operational Funding	49004		165,000	0	0	0	0	165,000
Additional Community Contributions - Total	49004		165,000	0	0	0	0	165,000
Transfer Out	49110							
Transfer to Power Fund for New Distribution Lines	49110		639,936	1,000,000	1,000,000	1,000,000	1,000,000	4,639,936
Transfer to Fiber Fund for Grant Match	49110		360,064					360,064
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			17,391,500	20,301,000	22,597,500	22,699,500	35,872,500	118,862,000

1% Budgeted Revenue

Residual Sales Tax - Cash-On-Hand 6/30/18	16,469,041
FY19 Sales Tax - To Fund External Entities	1,266,500
Grant/Loan Revenue	480,000
Total 1% Budgeted Revenue	18,215,541
Surplus/(Deficit)	824,041

Adopted Funding Requests



**City of Gillette
Fiscal Year 2018-2019**

City of Gillette
Initial Council Review for Fiscal 2018-19
Outside Agencies, Social Services Agencies, & Other Agencies

	2017-18 City APPROVED FUNDING	2018-19 City REQUESTED FUNDING	2018-19 City COUNCIL 1ST REVIEW	2018-19 Adjusted COUNCIL 4/24/18 REVIEW	2018-19 City COUNCIL APPROVED
AGENCY REQUESTS FUNDED THROUGH 1%					
ABATE	\$ -	\$ 5,600	\$ -	\$ -	
American Legion Post 42 Baseball	\$ -	\$ 10,000	\$ -	\$ -	
AVA	\$ -	\$ 10,000	\$ -	\$ -	
Campbell County Conservation District	\$ -	\$ 45,840	\$ -	\$ -	
Campbell County Healthcare Foundation	\$ -	\$ 5,000	\$ -	\$ -	
Campbell County Parks & Recreation - July 4th	\$ -	\$ 4,000	\$ -	\$ -	
Gillette Girls Fastpitch Association	\$ -	\$ 10,000	\$ -	\$ -	
Gillette Wrestling Booster Club	\$ -	\$ 2,500	\$ -	\$ -	
Just Gotta Dance	\$ -	\$ 2,500	\$ -	\$ -	
Powder River Symphony	\$ -	\$ 3,000	\$ -	\$ -	
Boys & Girls Club of Campbell County	\$ 65,123	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Council of Community Services	\$ 19,440	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Gillette Reproductive Health	\$ 24,300	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Second Chance Ministries	\$ 14,580	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
American Red Cross	\$ 8,748	\$ 8,748	\$ 8,748	\$ 9,000	\$ 9,000
Campbell County Adult Treatment Courts	\$ 10,206	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
CLIMB Wyoming	\$ 28,674	\$ 28,500	\$ 28,500	\$ 29,500	\$ 29,500
Gillette Abuse Refuge Foundation	\$ 62,207	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000
Juvenile & Family Drug Court	\$ 9,720	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Personal Frontiers, Inc.	\$ 29,160	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Senior Citizens Center	\$ 328,531	\$ 328,531	\$ 328,531	\$ 338,000	\$ 338,000
Visitation and Advocacy Center for the Sixth Judicial District	\$ 53,459	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
YES House	\$ 143,854	\$ 148,000	\$ 148,000	\$ 148,000	\$ 148,000
Subtotal of Agencies with Same Funding Levels	\$ 798,000	\$ 926,719	\$ 828,279	\$ 839,000	\$ 839,000
Projected Cap (based on \$15,300,00 budgeted 1% revenue)		\$ 765,000			
Projected Cap (based on \$15,300,00 budgeted 1% revenue)		\$ 841,500			\$ 841,500
Projected Cap (based on \$15,300,00 budgeted 1% revenue)		\$ 918,000			
FUNDED THROUGH 1% NOT SUBJECT TO 5% CAP					
Donkey Creek Festival	\$ 35,000	\$ 35,000	\$ -		\$ 35,000
Gillette College	\$ 335,000	\$ 335,000	\$ -		\$ 500,000
Subtotal 1% Other	\$ 370,000	\$ 370,000	\$ -		\$ 535,000
OTHER AGENCIES (GF)					
Gillette Main Street - Special Projects	\$ 20,000	\$ 20,000	\$ -		\$ 20,000
Energy Capital Economic Development - Special Projects	\$ 120,000	\$ 120,000	\$ -		\$ 120,000
Northeast Wyoming Growth Alliance - Special Projects	\$ 46,000	\$ 46,000	\$ -		\$ 46,000
Urinalysis Testing - County (Contract for Services) - Judicial	\$ 15,100	\$ 15,105	\$ -		\$ 15,105
Community Service Supervisor - County (Contract for Services) - Judicial	\$ 72,131	\$ 72,317	\$ -		\$ 72,317
Campbell County Predatory Board - Animal Control	\$ 12,500	\$ 30,000	\$ -		\$ 12,000
Subtotal Other Agencies	\$ 285,731	\$ 303,422	\$ -	\$ -	\$ 285,422
GRAND TOTAL	\$ 1,453,731	\$ 1,600,141	\$ 828,279	\$ 839,000	\$ 1,659,422

FY2019 Projected 1% Revenue